Connect Software
User Guide for PC

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1 Introduction

This is a user guide for ***Qwizdom Connect***. This guide provides information and tips on using ***Qwizdom Connect***.

If you need assistance, please contact *Technical Support*.

Website	***www.qwizdom.com***
Tech Support	(253) 845-7738
Email	***support@qwizdom.com***
Support Hours	6 a.m. to 4:30 p.m. PT
Address	Qwizdom, Inc. 12617 Meridian East Puyallup, WA 98373

2 Getting Started

Contents of Remote Set

Q2RF, Q4RF, or Q6RF Remotes*
1 HID (Black) Host/Receiver
1 Q6iRF Instructor Remote or 1 Q7RF Instructor Tablet*
1 Charger (Q7RF Instructor Tablet)*
1 Screwdriver
AA Batteries (Q4RF & Q6RF) or AAA Batteries (Q2RF)*
1 Carrying Case

**Remote types and accessories based on actual order. This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

2.1 Notice

Notices of Compliance for Qwizdom's RF Response Devices

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Caution: Changes or modifications to Qwizdom's RF hardware that are not expressly approved by Qwizdom could void the user's authority to operate the equipment.

CE0981①

This product is designed for the 2.4 Ghz WLAN network throughout the EC region and Switzerland with restrictions in France.

2.2 Installing Qwizdom Connect

System Requirements

Windows XP Service Pack 2, *Vista* or later

Microsoft PowerPoint® 2003 or later (registered version)

Microsoft Excel® 2003 or later (registered version)
Microsoft .NET Framework 3.5 (included in installer)
Microsoft .NET Framework 3.5 SP1 (included in installer)
Intel Pentium 233-MHZ or faster processor (*Pentium* III recommended)
1G of RAM
5 GB of disk space
Open USB Port

Installing Qwizdom Connect

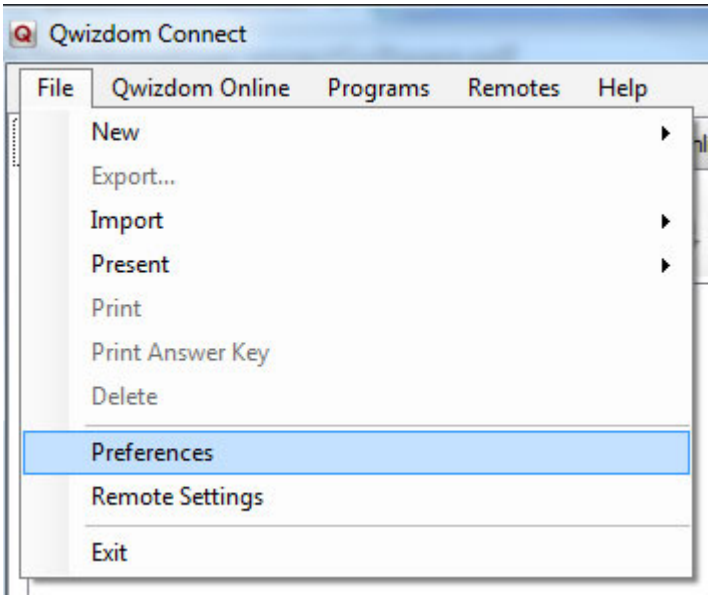
Before installing the software on a PC, make sure that all available Microsoft Windows and Office updates have been installed on your computer. If you have an older version of Qwizdom Connect on your computer, uninstall the program through the computer's Control Panel. (If you have an older Red RF host, be sure to plug it into the USB port before installing Qwizdom Connect. See ***Hardware Setup*** for details.)

1. Download the latest version of Qwizdom Connect Software at ***http://qwizdom.com/support/qwizdom-connect/#Downloads***
2. Open and run the downloaded ConnectSetup.exe file, then follow the prompts of the Install Wizard.
3. Click *Next*. The Select Installation Folder section appears.
4. You have the option to select the location of where you would like Qwizdom Connect, or use the default location.
5. Click *Next* to begin the installation. This will take a few moments.
6. Four icons will appear on your desktop, once installation is complete.
   - ***Qwizdom Connect:*** present pre-made Qwizdom activities.
   - ***Actionpoint***: create interactive PowerPoint presentations.
   - ***Survey Bar***: survey your audience using an application of your choice.
   - ***Answer Key***: present and grade paper tests and activities.

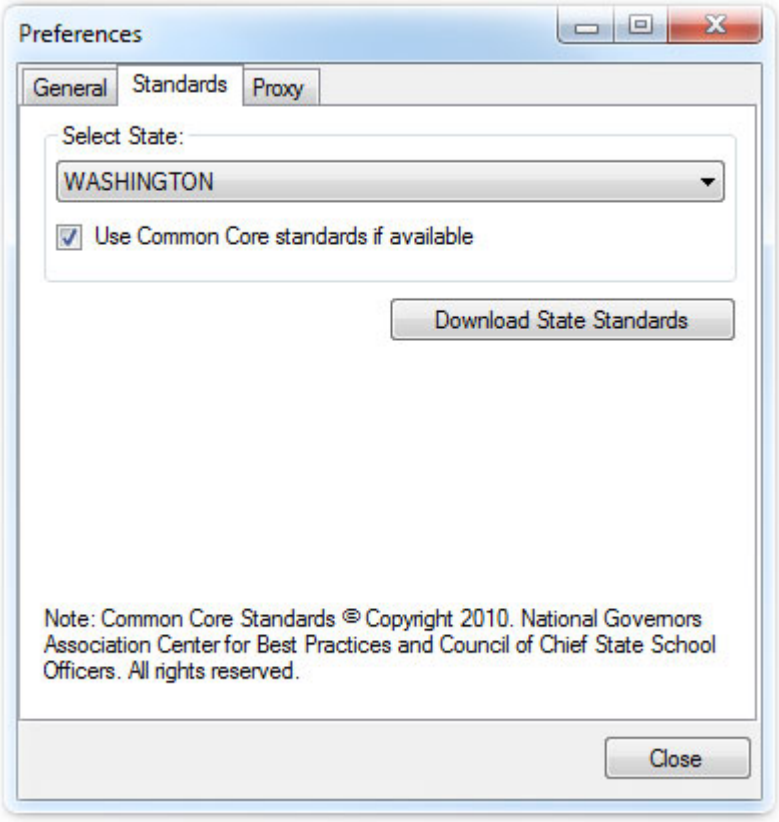
2.3 Installing Standards

To open Qwizdom Connect, double-click the shortcut icon on your desktop.

1. From the Connect toolbar, click *File*, then *Preferences*.



2. Click the *Standards* tab.


Preferences
General
Standards
Proxy
Select State:
WASHINGTON
Use Common Core standards if available
Download State Standards
Note: Common Core Standards © Copyright 2010. National Governors Association Center for Best Practices and Council of Chief State School Officers. All rights reserved.
Close

3. From the Select State drop-down menu, highlight your state.
4. If desired, check *Use Common Core standards if available*.
5. Click *Download State Standards*.
6. Click *Close* when download is complete.
7. From the File drop-down menu, click *Exit*. It is recommended that you close and reopen Qwizdom Connect after installing state standards.

2.4 Online Registration

Registration must be completed in order to use any of Qwizdom Connect's online features including Qwizdom ReadySet curriculum, free online curriculum packages, Qwizdom QVR Response App, online classes and reporting.

1. Check if your email program has a Safe Senders List and add *@qwizdom.com*. If not, after you register, check your *Junk or Spam* folder for emails sent by Qwizdom.
2. Double-click on the *Qwizdom Connect* icon on the desktop. *Qwizdom Connect* will open.
3. Go to the Qwizdom Online menu and select *Login to Qwizdom Online*.
4. Click the *New User* link. This will bring you to the Online Registration form. Fill out the required fields, apply license key (for ReadySet, QVR, etc) or select *Qwizdom Connect Free Content* if you would like to register for the free online resources and click *Submit*.
5. You will receive a confirmation email.
6. Re-open Qwizdom Connect, go to the Qwizdom Online menu and select *Login to Qwizdom Online*. Login with your username and password.

2.5 Hardware Setup

1. **Q2 Remotes**-place two AAA batteries and insert the screw (optional) into the back of the remote.
2. **Q4 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
3. **Q5 Remotes**-plug the Q5RF participant and instructor remotes into the multi-charger and/or single charger for 24 hours
   before first use.
5. **Q6 Remotes**-place two AA batteries and insert the screw (optional) into the back of the remote.
6. **Q7 Presenter Tablet**-the tablet needs to be charged a full 24 hours for the first time or after a long period of inactivity. The pen may take slightly longer to fully charge. Generally, the tablet will only need to be charged about 6 hours to be fully charged after the initial charge. To charge the pen and tablet, place the pen into the pen tray located at the top of the Q7RF Tablet. Using the USB cable, plug the tablet into the computer. The battery icon will be full when the tablet is fully charged.

If your computer goes into power saving mode, the charging of the Q7RF Tablet may be interrupted.

Installing the HID (Black) Host/Receiver

**This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.*

1. The HID Host is located in the back compartment of the Q7RF Tablet or in the front pocket if remote bag.
2. Plug the HID Host into an open USB port on the computer.
3. The computer will automatically detect and configure the new hardware device.

Installing the RF (Red) Host/Receiver

The USB Drivers are located in the Qwizdom Connect installer and should auto-install if it detects the RF Host. Plug the USB cable into the RF Host and then plug the other end of the USB cable into an open USB port before installing Qwizdom Connect. If drivers do not automatically install, see ***Installing USB Drivers*** to manually install USB Drivers.

2.6 Setting/Preferences

Go to the File menu and select *Preferences*. The Preferences window appears.

General Tab

- **Auto-start Qwizdom Connect on system start up** - checking this option will open Qwizdom Connect when your computer starts up.
- **Auto-login to Qwizdom Connect** - automatically logs in with your username and password when Qwizdom Connect is opened. When this option is checked, you will be prompted to enter your username and password to store for the auto-login process.
- **Auto Group Results Files** - Groups results files by classes in the Results tab.
- **Auto uploads results to Qwizdom Connect** - this automatically uploads results to Qwizdom's Online Reporting if the user has a Qwizdom Connect Premium District License.
- **Software version number** - helpful information to give support technicians when requesting help.

Proxy Tab

- I do not have a proxy - this is used when you are not behind a proxy and/or your proxy does not require authentication. This is currently the default
- Use my computer settings - this means use the proxy settings that are already configured on my machine.
- Specify custom settings - this allows you to specify a custom proxy server and/or credentials to authenticate with against the proxy server.

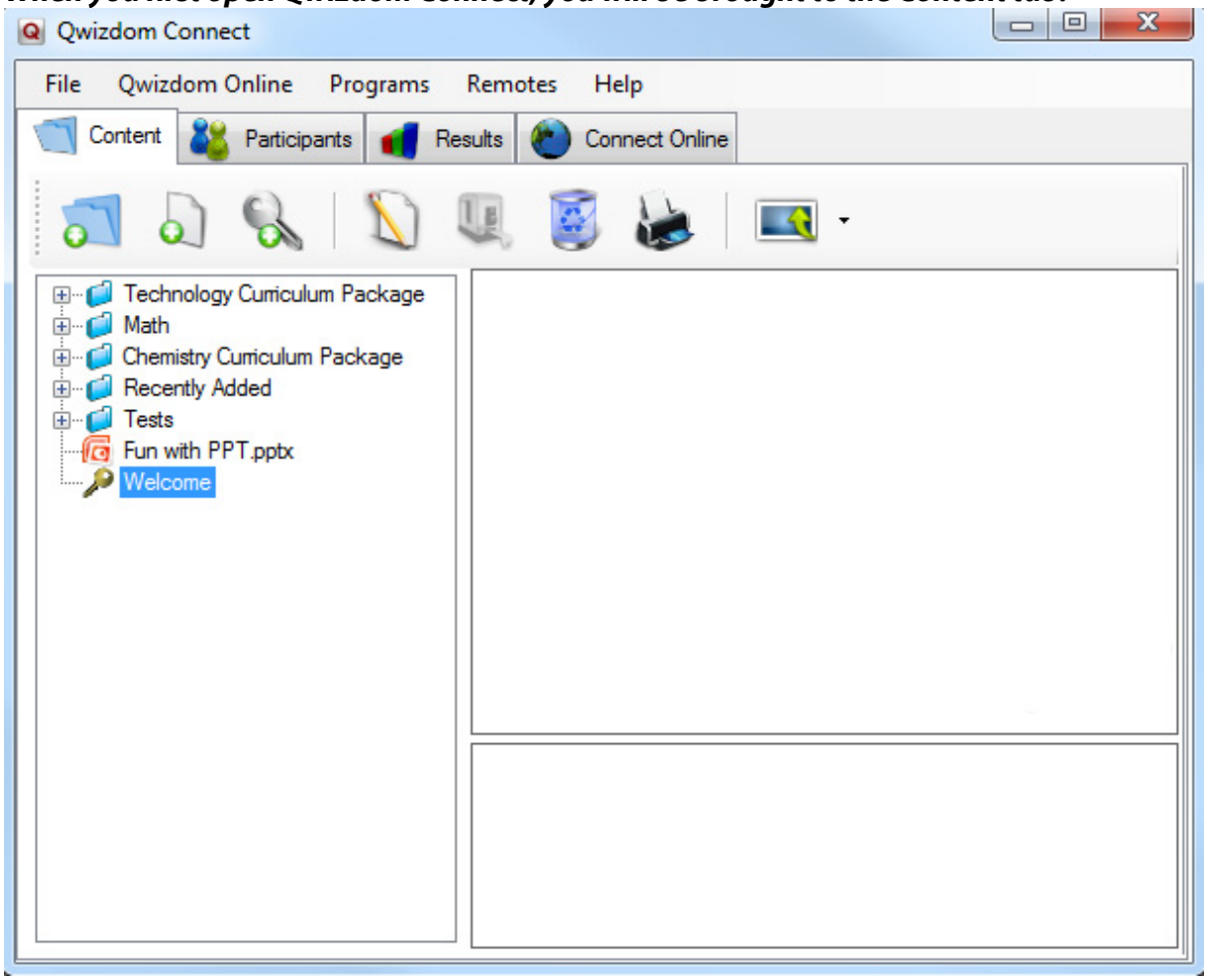
Standards Tab

- Select State - Select the State for which you would like to download Standards for. Click *Download State Standards* once your State has been selected.

3 Connect Overview

To open Qwizdom Connect, double-click the shortcut icon on your desktop.

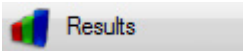
When you first open Qwizdom Connect, you will be brought to the Content tab.



File menu - set preferences, import and export activities, print activities, and download state standards.
Qwizdom Online menu - login to access and download premade activities. To acquire login information, see ***Online Registration*.**
Programs menu - displays the 4 programs within the software suite.
Remotes menu - select remote settings.
Help menu - provides access to user guide.

Content Tab - Store and organize all of your activities, including PowerPoint presentations, Answer Key activities, and Qwizdom Connect activities. Double click an activity to launch the appropriate application. See ***Organizing Content*** for details.

Participants Tab - Create and organize classes. See ***Creating Classes*** for details.



Results Tab - Store results from activities and generate reports. See ***Results*** for details.

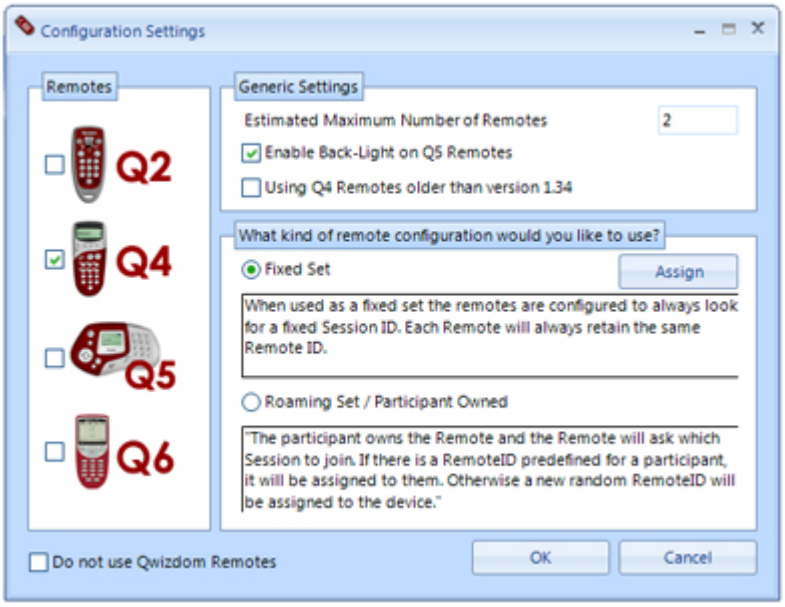
Connect Online Tab - Search and download for free curriculum packages and ReadySet curriculum packages (available with license). See ***Searching and Downloading Content*** for details.

4 Remote Setup

If setting up remotes for the first time we recommend the following steps. Note: You will only have to do this once. Be sure the HID (black) host, or RF (red) host* is properly installed and plugged in before proceeding see ***Hardware Setup*** for details.

** v.938 host or higher is required for Qwizdom Connect. If the host is not v.938 host or higher, please contact Technical Support.*

1. Click *Remote Configuration*. The Configuration Settings window appears.


Configuration Settings
Remotes
Q2
Q4
Q5
Q6
Generic Settings
Estimated Maximum Number of Remotes
2
Enable Back-Light on Q5 Remotes
Using Q4 Remotes older than version 1.34
What kind of remote configuration would you like to use?
Fixed Set
Assign
When used as a fixed set the remotes are configured to always look for a fixed Session ID. Each Remote will always retain the same Remote ID.
Roaming Set / Participant Owned
"The participant owns the Remote and the Remote will ask which Session to join. If there is a RemoteID predefined for a participant, it will be assigned to them. Otherwise a new random RemoteID will be assigned to the device."
Do not use Qwizdom Remotes
OK
Cancel

2. Type in the number of remotes in your set(s).
3. Select only the remote types you are using.
4. Select your preferred configuration. Use *Fixed Set* unless the remotes are participant-owned. See below for details.
5. Newer remotes, received in 2012 or later, already come with pre-assigned numbers, matching their affixed stickers, so no further action is required. Click *OK* to finish. If you have older Qwizdom Response hardware, received in 2011 or earlier, click the *Assign* button. Read the dialog box, and click *OK* to start assigning Remote ID numbers. (See Assign Remote IDs below for details.)

Other Settings & Explanations:

- **Enable Backlight**-activates the backlight on the Q5RF Participant and Q5RF Instructor Remotes.
- **Using Q4 Remotes older than version 1.34** - check this to assign Remotes ID numbers to older Q4s. To check the version number, turn on a Q4 remote by holding down the *Menu* key. The version number will appear on screen.
- **Fixed Set**-Remotes are configured to always look for a Fixed Session ID

(host/receiver number). Additionally each remote will store a Remote ID number, so participants can simply turn on a remote to join a session.

- **Roaming Set or Participant Owned**-check this option if the participants own the remotes. This mode is best-suited for Higher Ed/University settings. Participants are typically required to enter a Session ID and User ID to join a presentation.

Assign Remote IDs

Remotes received in 2011 or earlier need to be set up once, prior to use, with computer-assigned ID numbers. Newer remotes, received in 2012 or later, already come with pre-assigned numbers, matching their affixed stickers, so no additional setup is required.

1. Plug in your host.
2. In the Configuration Settings window, select *Fixed Set* and click the *Assign* button.
3. In the Remote Assignment window, check *Auto-Increment Remote Number* to assign numbers in the order in which remotes are turned on.
4. Click *Detect,* then *Start*.
5. The Session ID field will automatically populate (if your host is plugged in). This is your host's unique 6-digit identifier.
6. Begin turning on your remotes. When a remote connects with the host, its assigned ID number will appear on the remote's LCD screen.
7. If your remotes do not connect, they are not configured with the correct Session ID. Please see Changing Session IDs below for details.
8. Click *Stop* when all remotes have been assigned.
9. This process only needs done once—the assigned number will remain fixed with that remote. If desired, use a marker, or affix a sticker, to designate the number that has been assigned to that remote. Your remotes will turn off automatically.

Assign Remote IDs - Q4 Remotes with Firmware Older than Version 1.34

The following directions only apply for customers on a PC, using Q4 remotes older than version 1.34. (The Q4 firmware number is displayed on the remote's screen when the remote is first turned on.)

1. Insert host into the USB port of your computer.
2. Click on the *Qwizdom Tools* icon (in tray at the bottom of your computer screen).
3. In the Tools menu, click *Utilities*, then *Configuration Settings*.
4. In the Configuration Settings window, check the box for *Using Q4 Remotes Older Than Version 1.34*.
5. Select *Fixed Set*, and click *Assign*.
6. Select your type of host from the drop-down.
7. When the Session ID field populates, click *Start* , then begin turning on your remotes, beginning with the instructor device. When a remote connects with the host, its assigned ID number will appear on the remote's LCD screen.
8. Click *Stop* when all remotes have been assigned.

9. This process only needs done once—the assigned number will remain fixed with that remote. If desired, use a marker, or affix a sticker, to designate the number that has been assigned to that remote. Your remotes will turn off automatically.

Changing Session IDs

If the RF remote displays *No Net*, *Not Found*, *Not Active*, or *Inactive*, it could be that the Session ID is not correct.

- ***For Q2RF remotes:*** wait for the remote to time out and turn off. When you turn it back on, press the *Help* (Hand)key. When you see *--S* on the display, it is prompting you for the Session ID. Enter it and press the *Join* key ..
- ***For Q4RF remotes:*** press the *Menu* key, use the right arrow to scroll to *Sess. ID.,* and press the *Send* (double arrows) key to select the option. You will see the current Session ID and will be asked if you want to change the Session ID. Press *T* (*Yes*) to change. Enter the Session ID and press the *Send* key to send.
- ***For Q5RF remotes:*** wait for the remote to display *No Net*, *Not Active,* or *Not Found*. Press the *Menu* key and select *Enter Session ID by* pressing the *Send (double arrows)* key, enter the Session ID and press the *Send* key.
- ***For Q6RF remotes:*** press the *Menu* key, scroll to *Enter Session ID,* press the (↵) *Menu Select* key, re-enter the Session ID, and press the *Search Again* key.
- ***For Q7 Tablet:*** press the *Menu* key and use the *Scroll* button to scroll to *Enter Session ID*. Press the *Enter* key to select, use the *A* button to delete the Session ID and then re-enter the Session ID. Press the *Enter* key to confirm.

What is a Session ID?

Each host/receiver has a unique six-digit called a Session ID number. Session IDs "assign" the remote to the host, allowing the remote to only communicate with that specific host.

The Session IDs can be found:

- For both HID and RF Host, the Session ID can be found in the Remote Assignments window, the Device Settings tab in the Presentation Setup window, and the Login tab of the ***Qwizdom Toolbar*** during a presentation. Session ID is also displayed at the top of the Qwizdom Tools menu: click *Qwizdom Tools*, found in the lower right-hand corner of the Windows Taskbar (next to the clock).
- For the RF (Red) Host, the Session ID is printed on a white sticker affixed to the bottom of the device.

You can also create your own *Session ID* in the *Presentation Setup* window. Creating your own *Session ID* does not change the host's default *Session ID*. See ***Presentation Setup*** for details. The *Session ID* must be unique because if there are other hosts in the same building, the remotes will become confused about the host with which they are to communicate.

4.1 Notice

FCC 15.19:

(3) All other devices shall bear the following statement in a conspicuous location on the device.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC 15.21:

The user's manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

FCC 15.105:

(b) For a Class B digital device or peripheral, the instructions furnished the user shall include the following or similar statement, placed in a prominent location in the text of the manual:

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.
-- Increase the separation between the equipment and receiver.
-- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
-- Consult the dealer or an experienced radio/TV technician for help.

4.2 Q2RF

Participant Remote

1. **E ink™ display-**displays the remote's ID number when it is turned off; displays remote's ID number and battery icon when it is turned on.
2. **Navigation arrows** - scroll through questions when taking an Answer Key. Left arrow is also used as a backspace.
3. ***True/Yes, False/No*** keys-use to answer True/False and Yes/No questions
4. ***Multiple Choice and Numeric*** keypad-answer multiple choice and numeric questions (with single digit answers).
5. ***Join*** key-press to turn remote on/off or confirm Session and/or User IDs.
6. ***Help*** key-press to request assistance or press to change Session ID when the remote cannot find the host.

Q2 Common Screen Displays

_ _ **S :** Enter Session ID. See ***Remote Setup*** for details.
_ _ **U :** The remote is asking for a Participant ID. See ***Remote Login*** for details.
_ _ **A :** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when Multiple Answer Keys are being presented. See ***Answer Key*** for details.
- - - : Remote cannot find host and will power down.
- - : Remote is searching for the host.
▬ : Battery icon indicates battery charge when remote is on.

Supports the Following Question Types:

- Multiple Choice
- True/False
- Yes/No
- Single Digit Numeric
- Rating Scale (1-5) and (1-7)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

4.3 Q4RF

Participant Remote

1. ***Send*** key-press to submit answer or select menu options.
2. ***Menu*** [power] key-hold the *Menu* key for two seconds to turn the remote on or off. Turn off remotes if they are not in use. Remotes automatically turn off at the end of a presentation. Press the *Menu* key and use the scroll keys to view options. Press Send to select an option such as *Search*, *Sess. ID*, *User ID*, and *Exit*. When presenting, the menu items are *Help*, *Login, User Id*, and *Exit*. To request help during presentation, press the *Menu* key, scroll to select *Help*, and press the *Send* key to select it.
3. ***Scroll*** keys-scroll through menu options, answer choices, or questions.
4. ***Clear*** [C] key-press to delete response or change answers if instructor has enabled the feature.
5. ***True/Yes*** and ***False/No*** keys--use to answer True/False and Yes/No questions

Q4 Common Screen Displays

- ***Qwizdom:*** Remote has found the host and is ready for a question slide.
- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when Multiple Answer Keys are being presented. See ***Answer Key*** for details.
- ***Sess. ID:*** Your remote may ask you to enter the Session ID. See ***Remote Setup*** for details.
- ***User ID:*** The remote is asking for a Participant ID. See ***Remote Login*** for details.
- ***Loading:*** An Answer Key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, re-enter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," and pressing *SEND*. When prompted, re-enter the Session ID and press *SEND*.
- ***No Net:*** Remote cannot find the host. Re-enter the Session ID.

- ***Denied:*** User denied due to incorrect User ID or a duplicate User ID. Re-enter User ID. Press *MENU,* scroll to "*User ID,*" press *SEND,* enter the User ID*,* and press *SEND* again.

Supports the Following Question Types:

- Multiple Choice
- True/False
- Yes/No
- Single and Multi-Digit Numeric
- Rating Scale
- Negative Number, Fractions & Decimal
- Multiple Mark
- Vote Multiple Mark
- Sequence

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

4.4 Q5RF

Participant Remote

1. ***Send*** key-press to submit answer.
2. ***Clear*** **[C]** key-press to delete response or change an answer in a presentation (if option to change responses is allowed).
3. ***Thumb pad***-press to navigate between letters when keying in answer, press the circle key in the middle to select a letter or to select menu options or to scroll through question numbers during answer keys (paper-based tests).
4. ***Question*** **[?]** key-signals help to instructor during presentation.
5. ***Menu*** key-displays menu options *Search Again*, *Enter Session ID*, and *Exit*. Use the thumb pad to scroll through the menu options and the *Send* key or circle key to select an option.
6. ***True/Yes*** and ***False/No*** keys-use to answer True/False and Yes/No questions.
7. ***Power switch***-turns remote on/off. The remotes do not automatically turn off. Turn off remotes if they are not in use.
8. ***Backlight switch***-turns Backlight on/off.

Supports the Following Question Types:

- Multiple Choice
- Yes/No
- True/False
- Numeric
- Sequence
- Multiple Mark

- Vote Multiple Mark
- Rating Scale
- Text Input

Q5RF Instructor Remote

1. ***Send*** key-press to submit command.
2. ***C* [Clear]** key-press to clear names from the *Help Request* list.
3. **Thumb pad**-press right/left to navigate between slide sets, up/down for menu options, and "on-the-fly" question choices. Press the circle key (in the middle) to select an option, play *Microsoft PowerPoint*® animations, advance slides, exit the presentation, and show/hide correct responses on the response graph.
4. **? [Help List]** key-displays list of participants who requested help on the LCD screen.
5. ***Menu*** key-view menu options such as entering Session ID and search again for host.
7. ***New Q* [-]** key-press to pose an "on-the-fly" question.
8. ***Pick* [.]** key-press to display/hide a random participant's name on the computer screen.
9. **Private Graph [0]** key-displays the results of participant responses as a graph on the LCD screen of the instructor's remote.
10. **Public Graph [/]** key-displays the results of participant responses as a graph on the computer (projector, television screen, etc.) screen for everyone to view. Use the right/left controls on the thumb pad to scroll through the different graphs. Use the circle key (in middle of thumb pad) to show/hide correct responses.

11. ***Show*** **[7]** key-displays game animations.
12. ***Play*** **[8]** key-will plays videos in *Connect* only.
13. ***Fn*** **(Function)** key-allows you to re-pose a question if you go back during to a previous slide during presentation. Note: previous answers will be overwritten.
14. **Power switch**-turns remote on/off.
15. **Backlight** key-turns Backlight on/off. The "*Enable Backlight*" box in the *Configuration Settings* window needs to be checked to turn on the Backlight feature.

Q5RF Common Screen Displays

- ***Qwizdom:*** Displays when slides are non-question types, such as lessons or information.
- ***Activity ID:*** Displays when the remote is requesting an Answer Key activity number. Prompt only appears when multiple test versions are being presented. Activity numbers should be noted on the test sheets before presenting; numbers cannot be viewed while in presentation mode.
- ***Loading:*** An answer key is loading; may take a few moments.
- ***Push Key:*** Remote is idle. Press any key, (except *MENU*) to reactivate.
- ***Inactive:*** Remote senses the host is not in use or does not recognize the session. If remote remains inactive after starting a presentation, re-enter Session ID by pressing *MENU*, scrolling right to "*Sess.ID*," re-entering Session ID, and pressing *SEND*.
- ***No Net:*** Remote cannot find the host. re-enter the Session ID. If "*No Net*" continues, enter User ID and Session ID.
- ***Denied:*** User denied due to incorrect Session ID, User ID, or a duplicate User ID.
- ***Ready:*** Displays on the **instructor remote** is ready to use.
- ***Last Key:*** Will appear on the **instructor's remote** showing the last key that was pressed.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

4.5 Q6RF

Participant Remote

1. ***Menu/Power***-press and hold on to power remote on/off. Press to view menu options: *Help*, *Search*, *Sess. ID*, *User ID*, *Adjust Contrast*, and *Exit*.
2. ***Enter***-press to submit commands from LCD menu choices.
3. ***Directional Arrows***-press to navigate between menu options, answer choices, and questions.
4. ***Multi-function***-serves as multi-function for Send/Change.
5. ***Symbols***-select to enter fraction, punctuation, etc.
6. ***Delete***-press to delete the last character.
7. ***Q#***-displays the current question number.
8. ***Help Request***-indicates your requested help.
9. ***Battery Power***-displays battery charge.
10. ***ID#***-displays the remote ID number.
11. ***Right/Wrong Feedback***-displays check mark for correct answer, X for incorrect answer, and both check mark/X for response received.
12. ***Shift***-changes case options: *ABC/Abc/abc/123/Superscript/Subscript*.

Q6 Common Screen Displays

- ***Searching for Session ID:*** Remote is searching for the host.
- ***Ready:*** Remote has found the host and is ready for a question slide.
- ***Power Save Mode:*** Remote is idle. Click *RESUME,* to reactivate.
- ***Help:*** First available Menu option. With Help selected, press the menu select key (↵) to privately ask for help or scroll to "EXIT" and press (↵).
- ***Session ID Not Found:*** Remote cannot find the host. Re-enter the "Session ID." Press *MENU,* scroll to "Enter Session ID," click (↵), enter the Session ID, and press *SEARCH AGAIN*.

Session ID Login Denied: User denied due to incorrect User ID, or a duplicate ID. Re-enter User ID. Press *MENU,* scroll to "Enter User ID," click (↵) , re-enter the User ID, and press *JOIN*.

- ***Enter User ID:*** The remote is asking for a Participant ID. See ***Remote Login*** for details.
- ***Loading:*** Loading an Answer Key; may take a few moments.
- ***Enter Activity ID:*** Requesting an Answer Key activity number. Prompt only appears when Multiple Answer Keys are being presented. See ***Answer Key*** for details.

To send question text to Q6RF remotes click on the Advanced Options button and check Send Question Text to Remotes. See Creating Slides for details.

Supports the Following Question Types:

- Multiple Choice
- Yes/No
- True/False
- Numeric
- Sequence
- Multiple Mark
- Vote Multiple Mark
- Rating Scale
- Text Input
- Text Response
- Text Edit
- Equation

Q6*i* RF Instructor Remote

1. ***On/Off:*** Press and hold to turn remote on/off. Press to view men options: Enter Sess. ID, Enter User ID, and Backlight.
2. ***Directional Arrows:*** Press to navigate between slides and press ↵ to select LCD menu choices.
3. ***Full List:*** View all available actions including Play/Pause Media, pull up window shade and more.
4. ***Pick:*** Randomly call on a participant.
5. ***Private LCD Graph:*** Display a response graph on the Instructor Remote's LCD.
6. ***Public Screen Graph:*** Display the response graph for everyone to view.
7. ***Re-pose Question:*** Re-pose the current question slide.
8. ***Help Menu:*** Displays a list of participants who have requested help.
9. ***New Q:*** Pose a spontaneous question.
10. ***Space:*** Add a space when typing a question.
11. ***Pick (Special):*** Select a participant at random from a specific group. Groups include answered correctly, not answered on, etc.
12. ***Shift:*** Changes case options: ABC/ Abc/abc/123/Superscript/Subscript

13. ***Symbols:*** Press to enter fraction, punctuation, etc.
14. ***Delete:*** Press to delete the last character.

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5 Q7RF Tablet

Instructor Tablet

Tablet Functions when presenting an activity using Qwizdom Connect Software Suite. ***Q7 has limited annotation features when presenting Actionpoint activities. For details on using the Q7 tablet with Actionpoint software please see the Actionpoint User Guide.***

Media Control-play/ pause multimedia files

Pick-picks random participants

Show Presentation-starts game animation

Help Requests-privately displays list of participants who requested help

Insert Slide-makes a copy of the current slide and lets you pose a spontaneous

question to participant remotes

Pose-re-poses current question slide

Timer-adds additional time to timer

Stop-stops the question being posed

Private Graph-displays private graph of responses on tablet (See ***Response Graph*** for details.)

Public Graph-displays response graph to participants (see ***Response Graph*** for details)

LCD Backlight-turns backlight on or off

Pen-use to draw

Highlighter-use to highlight

Line-use to draw lines

Text -use to create text

Insert Multimedia-inserts images, audio, and video files

Window Shade-hides portion of displayed screen

Laser Pointer-displays laser dot when using the Pen

Absolute Position Mouse-displays arrowhead when using the Pen and works as an absolute position mouse

Keyboard-activates keyboard region

New Slide-creates a blank slide

Copy-copies selected object(s)

Paste-pastes copied object(s)

Undo-undo last action(s)

Redo-redo previous action(s)

Delete-deletes selected object(s)

Volume Control

Quick Pose Controls Click an answer to spontaneously pose a numeric, multiple choice, yes/no, or rating scale question.

For *Numeric* question types

For *Multiple Choice* question types

For *Rating* question types

For *Yes/No* or *True/False* question types

*** Click *Any* to pose a survey question.**

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

5.1 Using the Pen

The Pen is used (with the Tablet) to write, draw, and control mouse movements.

Pen Tip-same as a mouse cursor.
Left-click button-same as double-clicking with left button on the mouse.
Right-click button-same as the right-click button on the mouse.

Pen Actions

- ***Press, Tap, Push Down with Pen Tip***-activates Tablet icons, similar to left-clicking with mouse.
- ***Double tap with Pen Tip***-is similar to double-clicking with mouse.
- ***Left-click***-activates Tablet icons, similar to double-clicking with mouse.
- ***Right-click***-similar to right-clicking with the mouse.

Sleep Mode

The Pen goes into sleep mode after a minute of inactivity. Touching the pen to the Q7RF Tablet surface or pressing the Left/Right buttons on the pen will reactivate it.

5.2 Drawing and Editing Tools

Pen Tool-use to draw

Highlighter-use to highlight

Line Tool-use to draw lines

Text Tool-use to create text

Laser Pointer-displays laser dot when using the Pen

Absolute Position Mouse-displays arrowhead when using the Pen and works as an absolute position mouse

Mouse-operates pen with mouse functions

Keyboard-activates keyboard region

Select Tool

Selects drawing and text objects such as text boxes, shapes, lines, etc.

1. Press the *Absolute Position Mouse* icon on the Tablet.

Mouse

Changes the Pen to replicate the movement of a computer mouse.

1. Press the *Mouse Tool* icon on the Tablet.
2. Press the Pen Tip anywhere on the Tablet's surface as if you were using a computer mouse.
3. Select another tool or press on the *Absolute Position Mouse* to turn *Mouse Tool* off.

Drawing and Writing

Pen Tool is used to draw objects and write text.

1. Press the *Pen Tool* icon on the Tablet.
2. Place the Pen Tip on the Tablet's surface to draw or write with the *Pen Tool*.
3. Select another tool or press the *Absolute Position Mouse* to turn *Pen Tool* off.

Highlighting

Highlighter Tool is used to highlight text and/or objects.

1. Press the *Highlighter* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to highlight text and/or objects.
3. Select another tool or press the *Absolute Position Mouse* to turn *Highlighter* off.

Entering Text

The combination of the *Text Tool* and *Keyboard* allows you to create text without the use of the Tablet's keyboard.

1. Press the *Text Tool* icon on the Tablet.
2. Use the Pen to create a text box on the computer screen by touching the Pen Tip onto the Tablet surface and drawing out the text box.
3. Press the *Keyboard* icon on the Tablet to activate the keyboard region.
4. Use the Pen Tip to enter the text into the text box using the keyboard on the Tablet.
5. Press the *Absolute Position Mouse* to deactivate the keyboard region on the Tablet.

Drawing Lines

Draws straight lines with or without arrowheads.

1. Press the *Line Tool* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to draw a line.
3. Select another tool or press the *Absolute Position Mouse* to turn *Line Tool* off.

Laser Pointer

Changes the computer cursor into a laser pointer.

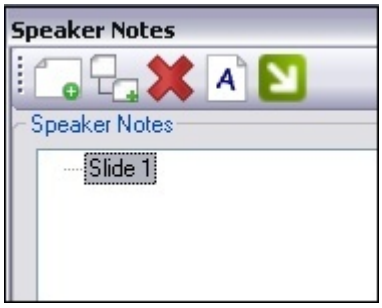
1. Press the *Laser* icon on the Tablet.
2. Place the Pen Tip onto the Tablet's surface to activate the laser.
3. Select another tool or press the *Absolute Position Mouse* to turn *Laser Pointer* off.

5.3 Speaker Notes

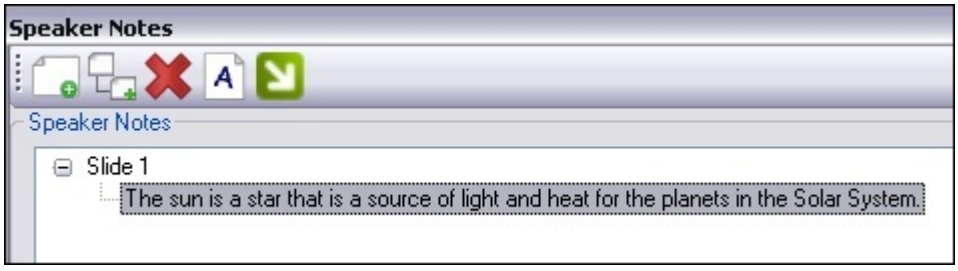
Speaker notes allow you to view notes on the Q7 Tablet while in presentation mode.

1. In Live Editor, select a slide.
2. Go to the *View* menu and select *Speaker Notes*.
3. The *Speaker Notes* window appears.

4. Click *Insert at Root* . Root appears for you to enter text.
5. Enter text.



6. Click *Insert* to insert a subroot.
7. Enter text.



8. When finished, close the window to save the information.

6 Organizing Content

Content Manager is where all created, download and imported activities can be stored and organized. Click the *Content* tab; or click the *Qwizdom Tools* and select *Content Manager* to open.

Create a New Folder

1. Click the *New Folder* button.
2. Enter a name for the folder and click *OK*.
3. The folder appears in the *Content Tree* on the left.
4. Drag and drop folders to reorganize.

Create a New Activity

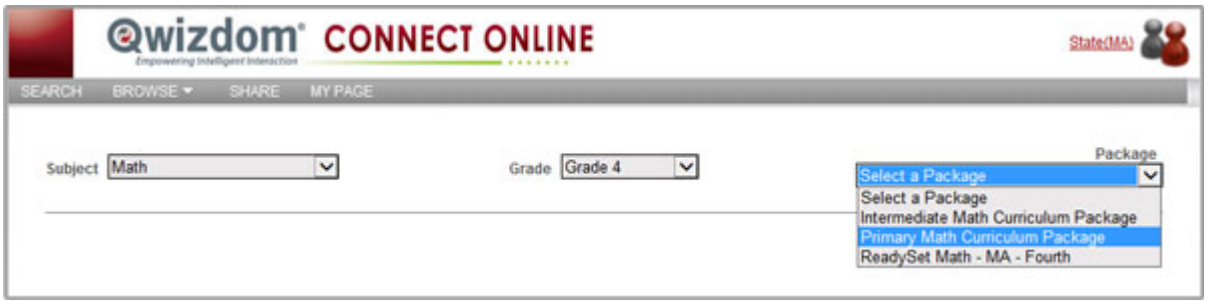
1. Click the *Add Live Editor Activity* button.
2. Enter a name for the activity and click *OK*.
3. The activity appears in the *Content Tree* on the left.
4. Drag and drop the activity into the desire location.
5. Select the newly created activity and click the *Edit* button to launch Live Editor. See ***Creating Slides*** for more information.

Create a New Answer Key

1. Click the *Add Answer Key* button.
2. Enter a name and click *OK*.
3. The answer key appears in the *Content Tree* on the left.
4. Drag and drop the activity into the desire location.
5. Double-click the answer key file to launch the *Answer Key* window. See ***Answer Key*** for more information.

6.1 Search & Download Content

1. Go to the Qwizdom Online menu and select *Login to Qwizdom Online*. Enter your username and password.
2. Next click on the *Connect Online* tab and select *Browse*, and then *Collections*.
3. Use the drop down menus to select a Subject, Grade, and Package.



There are 2 types of content: Basic Content (labeled 'Curriculum Packages'; available to anyone with a Connect license) and Premium Content (titled 'ReadySet' and/or has green flag icon; requires an annual subscription).

4. The selected content package will appear on the left. Click on the [+] to open the nested folders and view the contents.
5. To download the entire package, collapse the content tree, highlight the package title, and click *Download* on the right side of the screen.
6. To download a specific lesson, highlight the lesson title in the content tree, go back to the right side of the screen and click *Download*.
7. On the lower left of the screen, view the status bar for download completion.
8. Click the *Content* tab. The package will appear in the Recently Added folder.

6.2 Importing and Exporting

Importing Activities (*.QAP* and *.QZA*)

1. Go to the File menu, select *Import / Qwizdom Activity*. The *Open* window appears.
2. Select the activity and click *Open*. The activity will import into the *Content Tree*.

You can also drag and drop activities (*.QAP*, *.QZA*, *.QAK*) into the *Content Tree*.

Importing External Documents

1. Go to the File menu and select *Import / External Document*. The *Open* window appears.
2. Select the file you would like to import and click *Open*. The external document will import into the *Content Tree*.

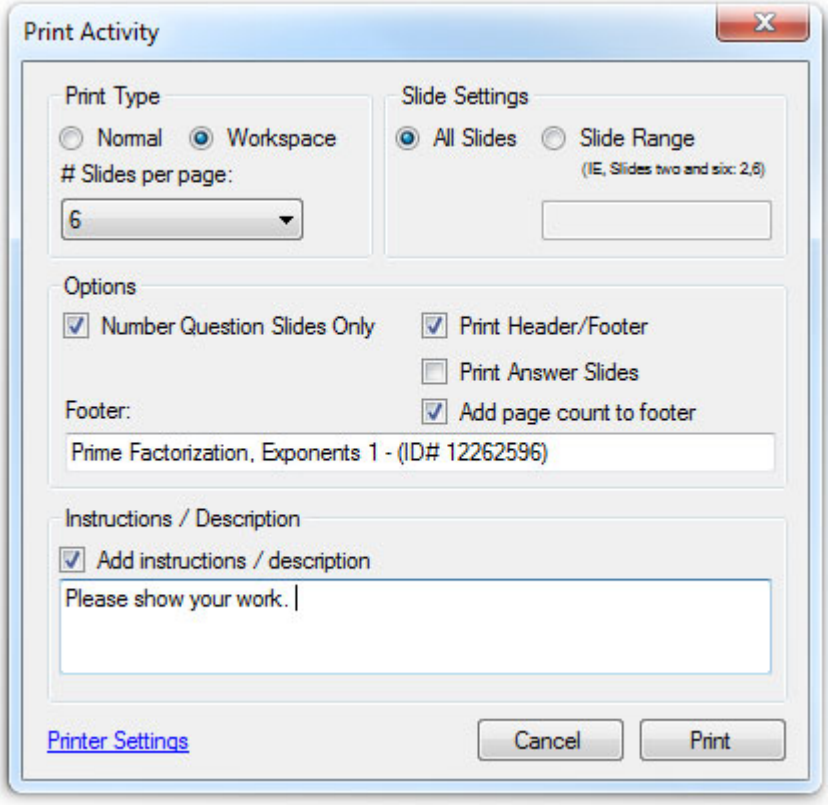
You can also drag and drop PowerPoint® and PDF activities into the *Content Tree*.

Exporting Activities

1. Select the activity you wish to export.
2. Go to the File menu and select *Export*. The *Save As* window appears.
3. Choose the location to which to export your file and click *OK*.

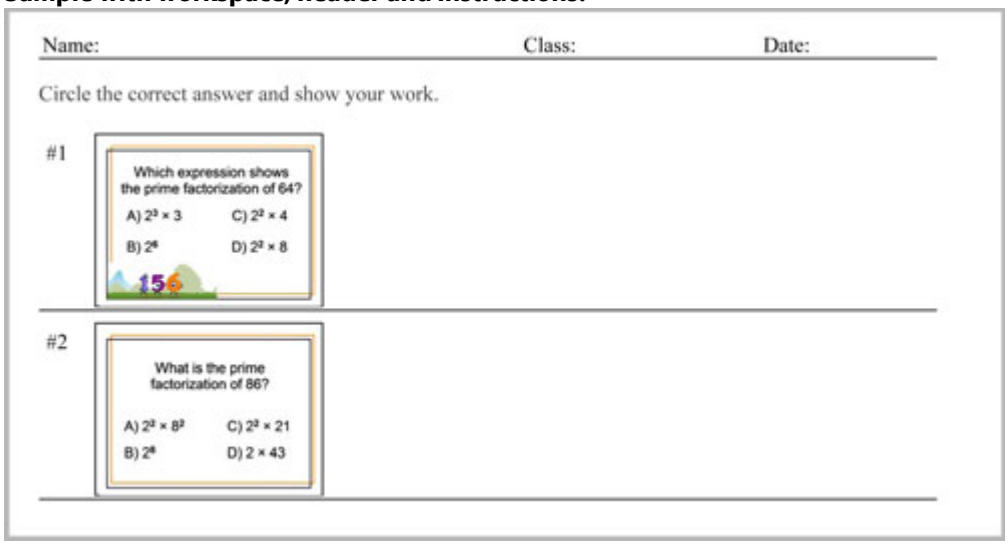
6.3 Printing

1. Select a Qwizdom (Live Editor) activity.
2. Click the *Print* button. This brings up the *Print Activity* window.

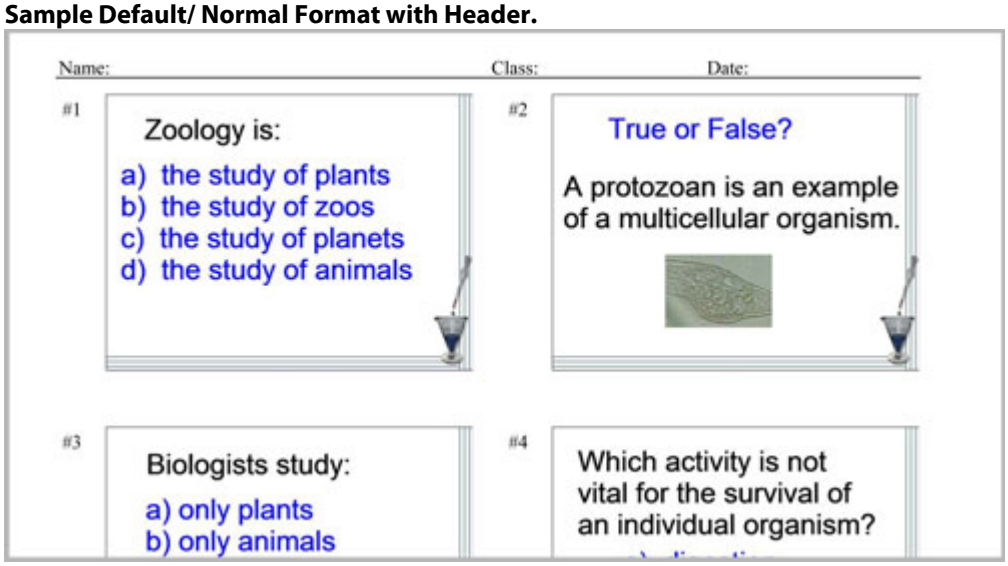


3. Set print options, including number of slides per page, slide range, headers, footers, etc.
   - **Print Type**: Select *Workspace* to provide space for students to show their work or write in an answer.
   - **Print Header/Footer**: Provides a space for the students to write name, class and date.
   - **Print Answer Slides**: Creates a test key for quick grading.
   - **Add Instructions:** Adds instructions to the top of the activity, for instance, please circle the correct answer and show your work.
   - **Printer Settings**: Select printer, number of copies, etc.
4. Click *Print*.

Sample with workspace, header and instructions.



Sample Default/ Normal Format with Header.



6.4 Standards

Installing Standards

1. Go to the *File* menu and select *Preferences.*
2. Click the *Standards* tab.
3. Select your state standards in the *Select State* drop-down list.
4. Click *Download State Standards* to download your state standards into Qwizdom Connect.

Applying Standards

You can apply standards to a single slide or activity.

Apply standards to whole activity.

1. Click on the *Content* tab.
2. Select an activity in the Content Tree.
3. Click the *Standards* button. The *Standards* window appears.
4. Select the standard at the appropriate level.
5. Click *Add* and then *Done*. The standards appear in the *Standards* tab at the bottom of the *Content Manager* window.

Apply standards to individual slide/s.

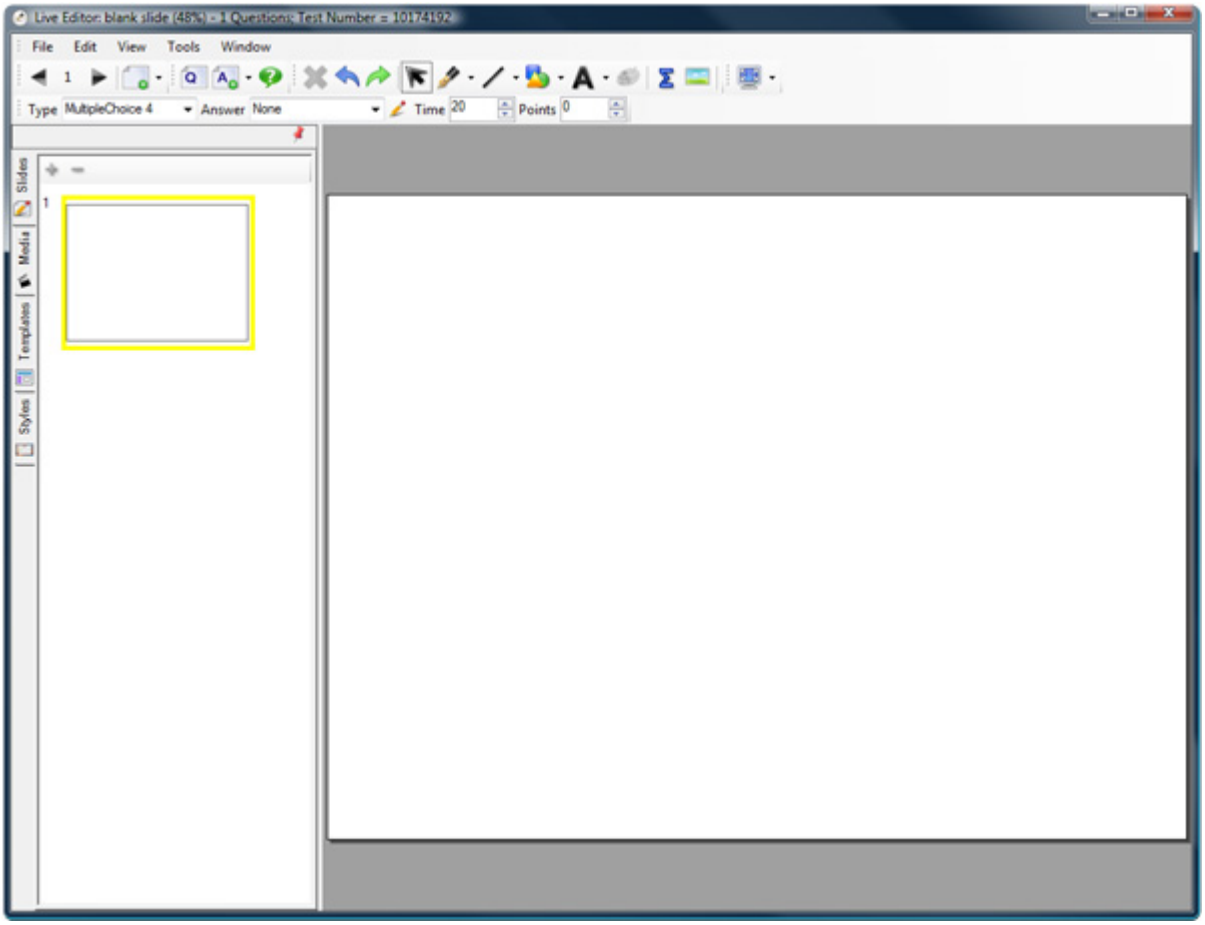
1. Click on the *Content* tab.
2. Select an activity in the Content Tree. Click on a slide or slides in the *Activity Preview* window.
3. Click the *Standards* button. The *Standards* window appears.
4. Select the standard at the level you want to apply to the slide(s).
5. Click *Add* and then *Done*. The standards appear in the *Standards* tab at the bottom of the *Content Manager* window.

7 Creating Content / Live Editor

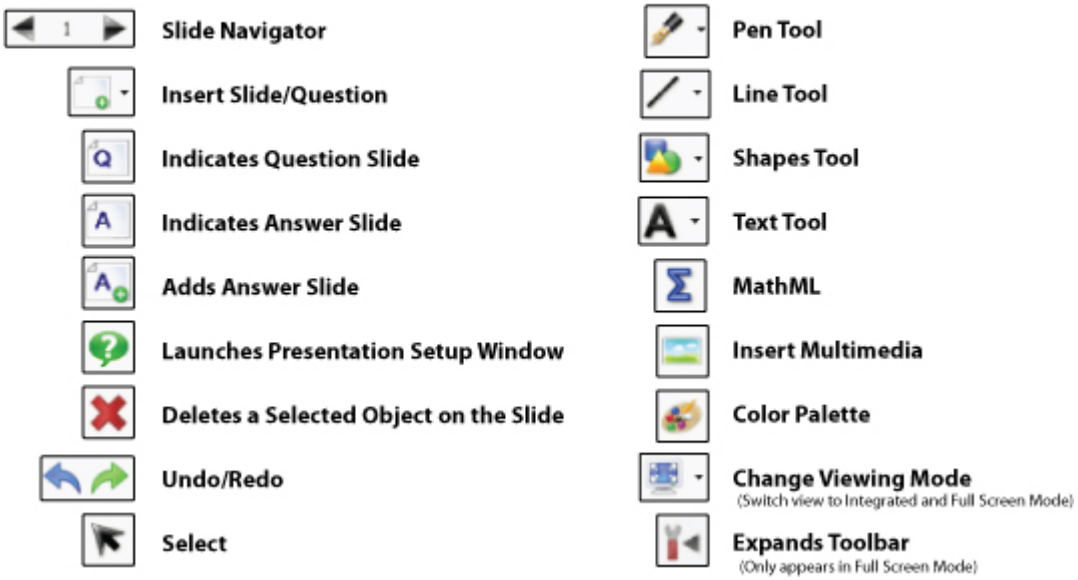
Click on the *Content* tab, select an activity and click the *Edit* button to launch Live Editor.

Overview Live Editor Tools

Live Editor Window



Editor Toolbar



Pen Tool

1. Click the *Pen* tool drop-down arrow.
2. Select *Customize* . The *Customize Pens* window appears.
3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a pen style.

4. Click *OK* to save the pen style(s).

Line Tool

1. Click the *Line* tool drop-down arrow.
2. Select *Customize* . The *Customize Line* window appears.
3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a line style.

4. Click *OK* to save the line style(s).

Shapes Tool

1. Click the *Shapes* tool drop-down arrow.
2. Select *Customize*. The *Customize Shapes* window appears.
3. Click *Add* and choose thickness, color, and transparency.

Click *Delete* to delete a shape.

4. Click *OK* to save the custom shapes.

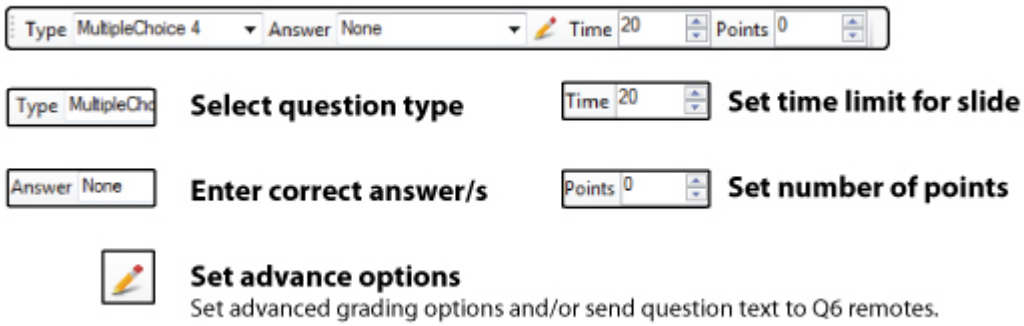
Text Tool

1. Click the *Text* tool drop-down arrow.
2. Select *Customize* . The *Customize Text* window appears.
3. Click *Add* and choose font type, size, and attributes.

Click *Delete* to delete the custom font.

4. Click *OK* to save the custom font.

Answer Toolbar - see Creating Slides for details



Question Types

Question options are made available, based on the Remote Type selected in the Remote Configuration window. See *Remote Setup* for details.

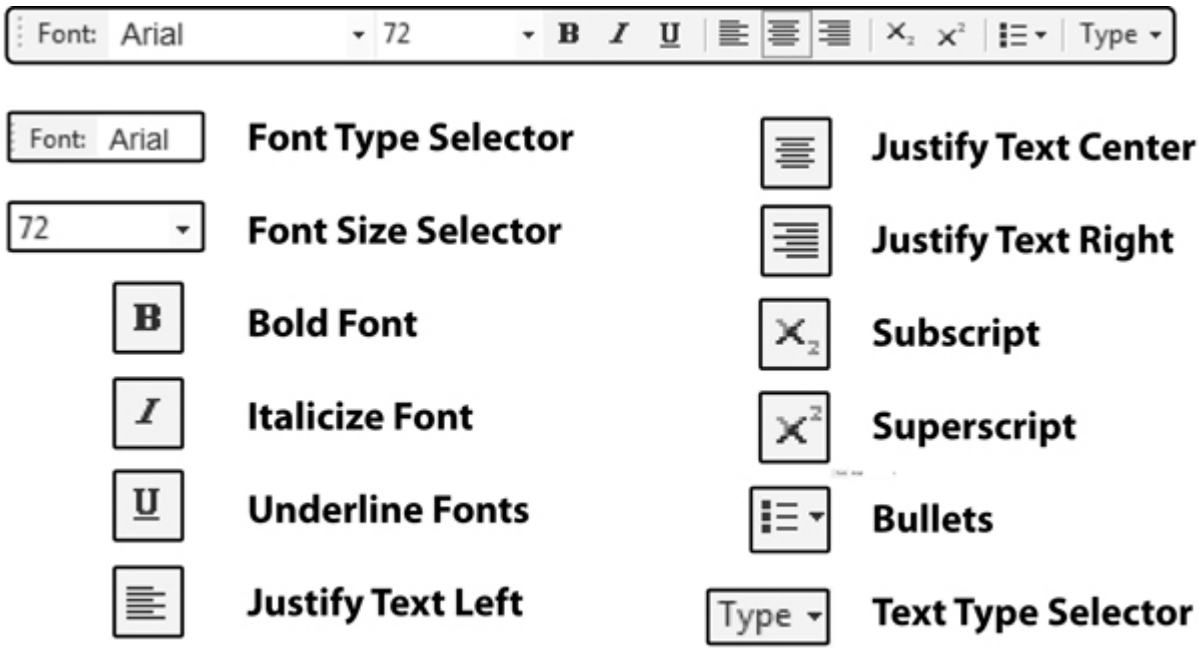
- ***Information***-non-question slide
- ***Multiple Choice***-multiple choice question slide (up to six choices); Use with Q2RF, Q4RF, Q5RF, Q6RF and QVR.
- ***Yes/No***-yes/no question slide; use with Q2RF, Q4RF, Q5RF, Q6RF and QVR.
- ***True/False***-true/false question slide; use with Q2RF, Q4RF, Q5RF, Q6RF and QVR.
- ***Numeric***-numeric question slide; single digit numeric answer allowed for Q2RF; nine digit numeric answer allowed for Q4RF; eight digit numeric answer allowed for Q5RF; fourteen digit numeric answer allowed for Q6RF; over fourteen digit numeric answer allowed for QVR.
- ***Sequence***-place item choices in the specified order; use with Q4RF, Q5RF, Q6RF and QVR.
- ***Multiple Mark***-this question type enables two or more correct answers (up to six choices); use with Q4RF, Q5RF, Q6RF and QVR.
- ***Rating Scale/Survey***-rating/opinions/polling using scales from 1-5, 1-10, etc.; use with Q2RF (single digit),Q4RF, Q5RF, Q6RF and QVR.
- ***Short Text Response***-(Q5RF & Q6RF remotes and QVR App) best used for single word

responses were capitalization does not matter.

- ***Text Response***-(Q6RF remotes and QVR App) answer can be up to 102 characters. Best used for short phrase responses, feature allows for punctuation, spacing, and other advance grading options.
- ***Text Edit***-(Q6RF remotes and QVR App) participants are given a sentence, phrase, or item that they can correct on the Q6RF remote.
- ***Equation***-(Q6RF remotes and QVR App) create questions that allows participants to respond with numeric answers, including special characters.

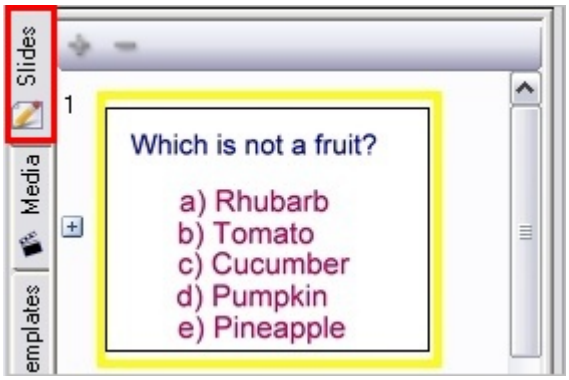
Font Toolbar

To view *Font* toolbar either click an active text box or the *Text* tool.



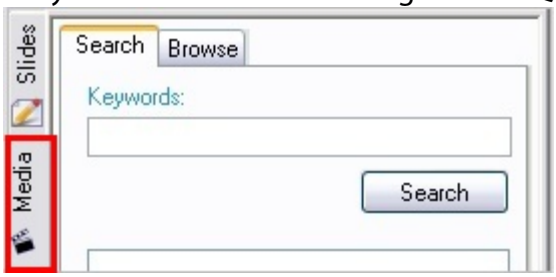
Slides Tab

Displays thumbnails of all slides in the activity.


Slides
Media
emplates
1
Which is not a fruit?
a) Rhubarb
b) Tomato
c) Cucumber
d) Pumpkin
e) Pineapple

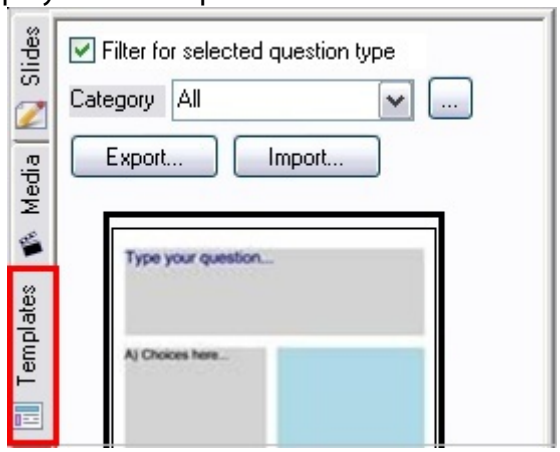
Media Tab

Allows you to search and use images in the *Qwizdom* database.



Templates Tab

Displays slide templates.



Styles Tab

Displays slide styles.

7.1 Creating Slides

Question options are made available, based on the Remote Type selected in the Remote Configuration window. See *Remote Setup* for details.

Information

Non-question slide.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *None*.
3. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. When the slide is complete, either go to *File* menu and select *Exit t*o save and close activity; or click the *New Question* button to create a new slide set.

Multiple Choice (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Multiple choice question slide (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Choice*.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Click the *Advanced Options* button to view advanced grading options and/or to send question text to Q6RF remotes.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the

Add Slide button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.

11. When the slide is complete, either go to *File* menu and select *Exit t*o save and close activity; or click the *New Question* button to create a new slide set.

Yes/No & True/False Slides (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

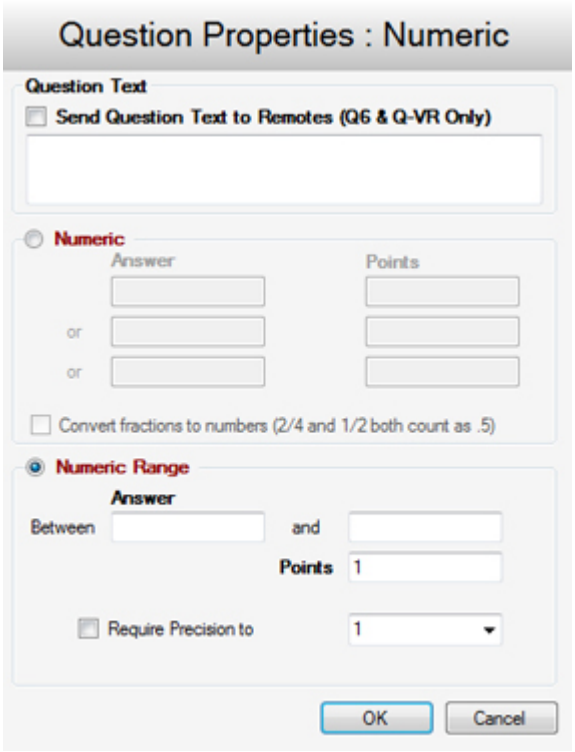
1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Select the type of slide you want to create.
3. Select the correct answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse styles by category, and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. Click the *Advanced Options* button to send question text to Q6 participant remotes.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit t*o save and close activity; or click the *New Question* button to create a new slide set.

Numeric (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Numeric question slide. Single digit numeric answer allowed for Q2RF; eight digit numeric answer allowed for Q4RF; ten digit numeric answer allowed for Q5RF; 14 digit numeric answer allowed for Q6RF.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Numeric*.
3. Type numeric answer in *Answer* field.

4. (Optional) Set the time limit.
5. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. (Optional) Set partial grading options. Click the *Advance Options* button. This brings up the *Question Properties* window.



- Check *Send Question Text to Remotes* to send text to Q6RF remotes.
- Select *Numeric* to add in standard numeric answer/s. (Optional) Enter in multiple answers and point values to give students partial credit. (Optional) Check the *Convert fractions to numbers* box to allow both fraction and decimal answers to be counted as correct. If this box is unchecked only the answer that is typed into the above field will be counted as correct.
- Select *Numeric Range* to add an answer for rounding, number set, algebraic and other problems with a varying answer range. (Optional) Check the *Require Precision to* box and select a place value from the drop-down menu.
- Sets a place value to which answer/s need to be rounded.
- Click *OK* to save and close.

10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the

Add Slide button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.

11. When the slide is complete, either go to *File* menu and select *Exit t*o save and close activity; or click the *New Question* button to create a new slide set.

Sequence (Q4RF, Q5RF, Q6RF & QVR App)

Place item choices in the specified order.

1. Click the *New* *Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list; select *Sequence* and number of items.
3. Type numeric answer in *Answer* field and press the *Enter* key on the keyboard to save it.
4. (Optional) Set the time limit.
6. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
10. (Optional) Click the *Advance Options* button to set partial grading options and/or send text to Q6 participant remotes.
11. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
12. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Multiple Mark (Q4R, Q5RF, Q6RF & QVR App)

This question type enables two or more correct answers (up to six choices).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Multiple Mark*.
3. Enter the correct answers in the *Answer* field and press the *Enter* key on the keyboard to save it.
5. (Optional) Set the time limit.

6. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
7. Enter text onto the slide.
8. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
9. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
10. (Optional) Click the *Advance Options* button to set partial grading options and send text to Q6 participant remotes.
11. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
12. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Rating Scale / Survey (Q2RF, Q4RF, Q5RF, Q6RF & QVR App)

Rating scale question slide (i.e. rating/opinions/polling using scales from 1-5, 1-10, etc.).

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Rating Scale*.
3. (Optional) Type in answer in the *Answer* field.
4. (Optional) Set the time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. Click the *Advanced Options* button to send text to Q6 participant remotes.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Short Text Response (Q5RF, Q6RF & QVR App)

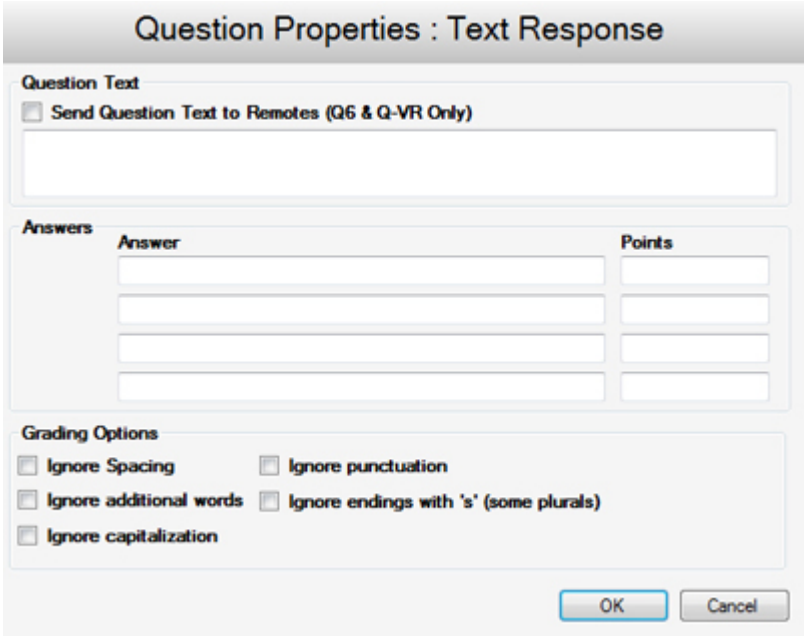
Answer can be up to 32 characters long on the Q5RF remote. Best used for single word responses were capitalization does not matter.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Short Text Response*.
3. Click the *Answer* field, type in answer, and press enter when finished.
4. (Optional) Set time limit and number of points.
5. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
6. Enter text onto the slide.
7. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
8. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
9. Click the *Advanced Options* button to send text to Q6 participant remotes.
10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Text Response (Q6RF & QVR App)

Answers can be approximately 144 characters, including punctuation and spacing.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Response*.
3. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
5. Enter text onto the slide.
6. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click *Search*. Drag and drop multimedia items onto slide.
7. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
8. (Optional) Set the time limit.
9. Click the *Advanced Options* button. This brings up the *Question Properties* window.



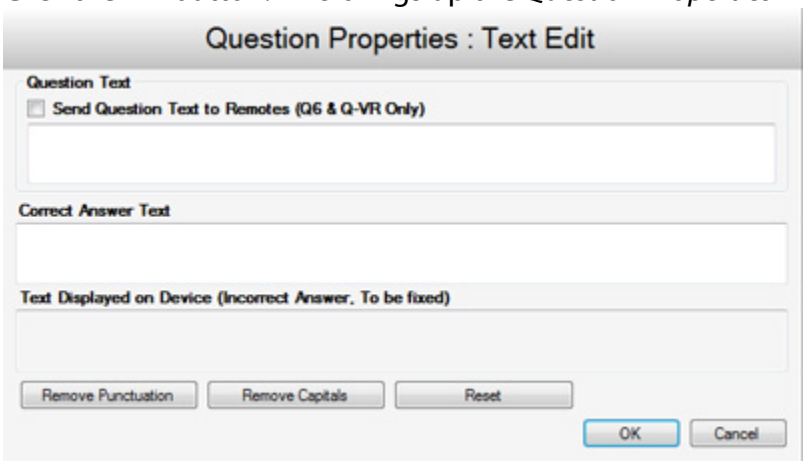
- Check the *Send Question Text to Remotes* box to send text to Q6 participant remotes.
- Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
- Set grading options. Participant's answers will be marked right or wrong based on these options.
- Click *OK* when finished.

10. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
11. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Text Edit (Q6RF & QVR App)

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Text Edit*.
3. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.

6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. Click the button. This brings up the *Question Properties* window.



- Check the *Send Question Text to Remotes* box to send text to Q6 participant remotes .
- Enter the correct answer in the *Correct Answer Text* field.
- Enter the text to be edited by participant in the *Text Displayed on Device* field.
- Click *OK* when finished.

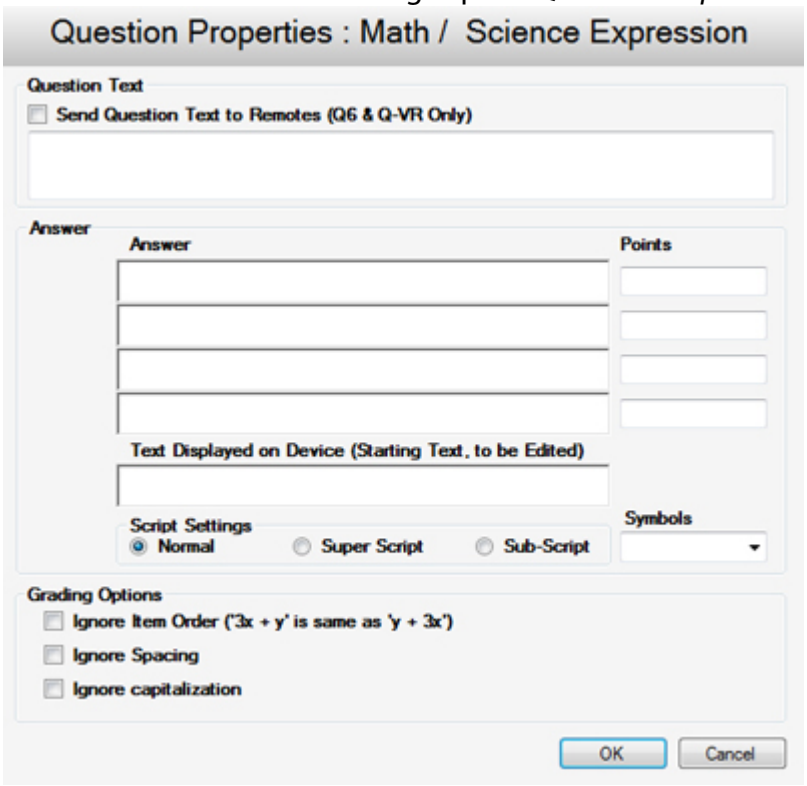
8. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
9. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

Equation (Q6RF & QVR App)

Create questions that allow participants to respond with numeric answers, including special characters.

1. Click the *New Question* button. A blank slide appears on the right and the thumbnail preview of the slide appears in the *Slides* tab on the left.
2. Click the *Type* drop-down list and select *Equation*.
3. (Optional) Click on the *Templates* tab. Select a template; drag and drop the template onto the slide. See ***Styles and Templates*** for more details.
4. Enter text onto the slide.
5. (Optional) Add multimedia such as images, movies, and sound. Click on the *Media* tab, type in a keyword/s, and click search. Drag and drop multimedia items onto slide.
6. (Optional) Add custom style to slide. Click the *Styles* tab, browse and select a style. Drag and drop style onto slide. See ***Styles and Templates*** for more details.
7. (Optional) Set the time limit.

8. Click the button. This brings up the *Question Properties* window.



- Check the *Send Question Text to Remotes* box to send text to Q6 participant remotes.
- Fill in answer/s in the *Answer* field. Enter the number of points. Multiple answers and point values can be added for partial grading (whole numbers only).
- Add an equation to be edited by participant in the *Text Display on Device* field.
- Set grading options. Participant's answers will be marked right or wrong based on these options.
- Click *OK* when finished.

9. (Optional) Create an answer slide. Click the *Slides* tab, press the black arrow on the *Add Slide* button and select *Copy Current Slide*. If you wish to create a blank answer slide, click on the *Add Slide* button.
10. When the slide is complete, either go to *File* menu and select *Exit* to save and close activity; or click the *New Question* button to create a new slide set.

7.2 Adding Equations

1. Click the *Equation* button.
2. Click, hold and drag the curser to indicate the area in which the equation will appear. The *MathML* window opens.
3. Enter an equation in the *MathML* window.
4. Click *Close* (red X) when finished.
5. The equation appears on the slide as an object.
6. You can resize the equation by stretching the handles (click and drag).

7.3 Styles and Templates

Live Editor makes creating, editing, and applying styles and templates easy.

Applying Styles

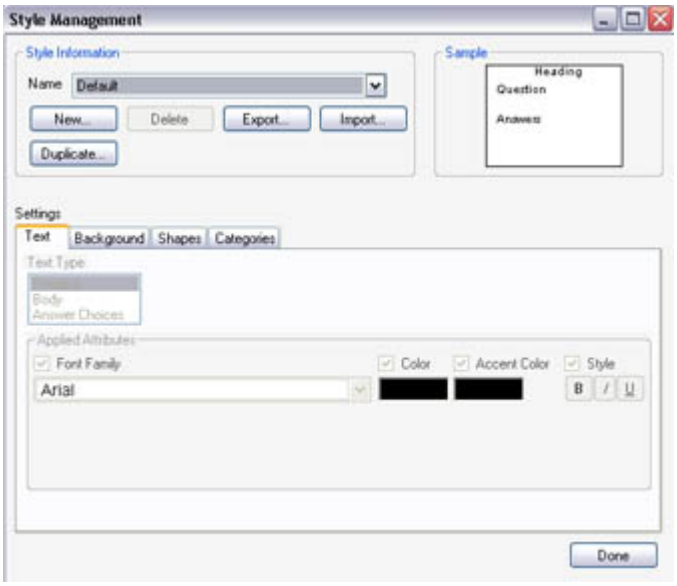
1. Create a slide with text.
2. Click each text box and set the text box type (*Heading*, *Body 1*, *Body 2*, *Answer Choices*).
3. Click the *Styles* tab. Select a *Category* from the drop-down menu.
4. There are two ways to apply a style.
   - Drag and drop the style to the slide (on the right) to apply.
   - Right-click the style and select *Apply to Slide*, *Apply to Question*, or *Apply to Activity*.
5. You are able to change the font style, size, and color after applying the style.

Creating Custom Styles

1. Click the *Styles* tab.
2. Click *Edit Styles*. This will bring up the *Styles Management* window.
3. Click *New*. The *Input* window appears.
4. Enter the name of your style, and click *OK*.

Create a unique name for each style to make it easier and more accurate for importing, exporting, and applying styles.

5. Click each tab to customize text, background, shapes, and categories of your newly created style.
6. Create as many styles as you like. Click *Done* when finished.



Text tab:

- Select Font Family, color, accent color (highlight), and style (Bold, Italic, and/or

Underline)

Background tab:

- ***Apply a Background Image***- check the *Back Image* box and browse for the image. Click *Open*, and thumbnail preview appears in the Sample window.
- ***Apply a Background Color***- check the *Back Color* box, and double-click inside the *Color* box (located to the right of the *Back Color* box).
- ***Apply a Filter Color***- applies a tint to your background image. Double-click in the *Color* box and use the up and down arrows to apply the *Filter Opacity*. Notice the thumbnail preview changes as you change *Filter Opacity*.
- ***Content Filter Color***- changes the color behind your content. Double-click in the *Color* box and use the up and down arrows to apply the *Content Filter Opacity*. Notice the thumbnail preview changes as you change *Content Filter Opacity*.

The *Content Filter Opacity* will overwrite your *Filter Color* unless you scale the size of content (see below for *Content Scaling*).

- ***Content Scaling***- allows you to shrink and justify your content area. To decrease overall size use the up and down arrows to increase or reduce percentage. To justify scaling, select an icon that best fits your content needs.

Shape tab:

- ***Shape thickness***-determines the size of stroke applied to drawn shapes. To select thickness, check the *Shape Thickness* box, and type in the thickness of the line.
- ***Fill Color***- applies selected color to all shapes drawn on an activity. To select color, check the *Fill Color* box (if *Fill Color* box is unselected, the default color will be applied to any drawn shapes), and double-click the *Color* box.
- ***Border Color***-applies selected color to outline/stroke of any drawn shape. To select color, check the *Border Color* box (if fill *Border Color* box is unselected, the default color will be applied to any drawn shapes).

Categories tab:

- ***Categories***-organizes your styles in categories. Scroll through the list and check all categories that apply(*All*, *Abstracts, Biology, Cultures, Education, History, etc.*). This will add your style to the appropriate category in the main *Style* tab.
- ***Edit Categories***- creates, renames, and deletes categories.

Edit Styles

1. Click the *Styles* tab.
2. Double-click the style you want to edit. The *Style Management* window appears.
3. Edit the style settings. See ***Creating Custom Styles*** above for options.
4. Click *Done* when finished editing.
5. Reapply the style to view the updated style.

Delete Styles

1. Click the *Styles* tab.
2. Double-click the style that you want to delete. The *Style Management* window appears.
3. The style name appears in the *Name* field.
4. Click *Delete*. A prompt appears asking if you want to delete.
5. Click *OK*.
6. Click *Done* to exit the *Style Management* Window.

Import Styles

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Style Management* window appears.
3. Click *Import*. The *Open* window appears.
4. Select the .QSP (styles) file you want to import.
5. Click *Open*. The styles will import into *Live Editor*.

If there is a duplicate style already in *Live Editor*, it will ask you to *Overwrite* or *Ignore*.

Export Styles

Exporting styles exports all styles as a *.QSP* file.

1. Click the *Styles* tab.
2. Click *Edit Styles*. The *Style Management* window appears.
3. Click *Export*. The Save As window appears.
4. Select the location where you want to save the styles.
5. Enter the name with which you want the styles to be saved.
6. Click *Save*. The styles are saved in the selected location.

Applying Templates

1. Click the *Templates* tab.
2. There are two ways to apply a template.
   - Drag and drop the template onto the slide.
   - Right-click the template and select *Load Template*.

Templates must be applied before adding content to a slide.

Creating Templates

1. Create a slide with text and/or images and multimedia.
2. Go to the *File* menu and select *Save As Template*.
3. Enter a name for the template.
4. Select the slide type in the *Question Types* tab to set template question type filter.

Use Question Type Filter to sort and display the templates for a specified question type. Use the Type menu to select the question type, (Multiple Choice, True/False, etc) and then check the Filter for selected question type box.

5. Select the *Categories* tab.

6. Select a category and click *Done*.

Creating Categories for Templates

1. Click the *Templates* tab.
2. Click *Browse*. The *Categories Editor* window appears.
3. Enter a category name.
4. Click *OK* when finished.

7.4 Multimedia

Adding Images

There are two ways to add an image to a slide.

Inserting an Image From Your Computer

1. Click the *Add Image* button in the toolbar. The *Open* window appears.
2. Select the image and click *Open*.
3. The image appears on the slide.
4. Grab and drag the handles of the image to resize to desired size.

Using Media Search

1. Click the *Media* tab.
2. Enter the keyword(s) in the *Keywords* field to search for an image.
3. Images matching the keyword(s) you entered appears in the *Media* tab.
4. Select an image by dragging and dropping it onto the slide (on the right).

Adding Movies

There are two ways to add a movie file.

Inserting a Movie From Your Computer

1. Click the *Add Media* button in the toolbar. The *Open* window appears.
2. Select the movie and click *Open*.
3. The movie appears on the slide.
4. Double-click the movie to play or stop it; or set the media properties.

Using Media Search

1. Click the *Media* tab.
2. Enter the keyword *flash* in the *Keywords* field to search for a movie file (movie files are Flash-based).
3. All available Flash files appear in the *Media* tab.
4. Select the desired Flash file and click, drag, and drop it onto the slide (on the right).

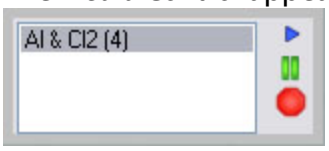
Adding Sound

1. Click the *Add Media* button in the toolbar. The *Open* window appears.
2. Select the sound file and click *Open*.
3. The sound file appears on the slide.
4. Double-click the sound file to play or stop it; or set the media properties.

Media Control

Media Control is used for presentation when a Instructor Remote or Q7RF Tablet will not be used.

1. Go to the *Window* menu and select *Media List*. The *Media Control* window appears. The *Media Control* appears during presentation.



- ***Play***-blue triangle
- ***Pause***-double green bars
- ***Stop***-red circle

Setting Transparency for Flash Movies

1. Insert a flash movie onto the slide.
2. Right-click the flash movie and select *Properties*.
3. Check the *Play Transparently* box.
4. Click *OK*.
5. Click the movie. The flash movie is transparent only when playing.

Media Properties

1. Right-click the movie or sound file.
2. Select *Properties*.
3. Select the options for presentation.
4. Click *OK* to apply.

- ***Visible in presentation***-displays the movie and/or sound file with name on slide.
- ***Play when clicked***-plays the movie or sound file when clicked with mouse.
- ***Show Controller***-displays a box of the movie and/or sound file names with play and stop buttons.

- ***Repeat***-repeats movie or sound file continuously when the slide is displayed.
- ***Close when finished***-stops movie or sound file when finished.
- ***Play full screen***-plays movie in full size; displays sound in colors (best used with only the sound file on the slide).
- ***Play Transparently***-applies to *Flash* movies; background becomes transparent when movie is played.
- ***Play automatically***-plays the movie or sound file upon slide display.
- ***Delay ---- seconds before playing***-enter number of seconds to pause before the movie or sound file plays.

8 Creating Classes

Creating a Participant List

1. Click the *Participants* tab.
2. Click the *Participant Wizard* button. The *Participant* wizard opens.
3. Select *Create New Participant List.*
4. Enter a name for the participant list and click *Next*.
5. In the Template Selection, select the template you would like to use and then click *Next*. Templates are commonly used fields to allow you to customize a participant list. Select the different fields you would like to use and click *Next*. If you do not see a field you would like in the participant list, you can create a customized field and add it to your template.
6. Fill in the fields and click on *Finish*.
   - **Pick Chance**: Adjust the number to increase a student's chance of being called on when using the Pick participant feature, if desired. See ***Presentation Features*** for details.
   - **Predefined Ability Rating**: Allows you to group students based on ability on the Group Management section, if desired. See ***Groups*** for details.
8. Click *Next*. The participant template will appear.
9. Fill in the fields and click *Finish*. The participant list will save into the *Participants Tree*.

Importing a .CSV (Comma Delimited) File

You can import a *.CSV (comma delimited)* file and convert it into a ***Qwizdom*** participant list (*.QPL*).

If you have a class list in Microsoft Excel® you would like to import, save them as *.CSV(comma delimited)* file.

1. Click the *Participant Wizard* button. The Participant Wizard will appear.
2. Select *Import from a .CSV file*.
3. Click *Browse*, select the appropriate *.CSV* file and then click *Next*.
4. Match the fields to the appropriate item by clicking in the *Maps to:* column and selecting the desired item from the drop-down list.
   - Click *Add Field* to create a custom item to the list.
   - Click *First record is header*, if your CSV file has column headers.
   - Click *OK* to complete.
5. Click *Finish* and the Save As window will appear.
6. Type in the class name and click on *Save*. The participant list will save into the *Participants Tree*.

Creating an Anonymous List

Before using an anonymous list, be sure you have the correct estimated number of remotes set within the Remote Configuration window. For example, if you create an anonymous list with a hundred participants but only have eighty as the estimated number of remotes, then not all remotes will register.

1. In the Content tab, select an activity.
2. Click the *Present* button. The Presentation Setup window will appear.
3. Click the *Participant List* drop-down list and select *Anonymous*.
4. Click *OK* to begin presentation.

Creating a Self-Forming List

This option lets participants add themselves to list during a live presentation. Participants are identified by an unique User ID number. We recommend using an assigned employee or student ID number for easier tracking.

1. In the Content tab, select an activity.
2. Click the *Present* button. The Presentation Setup window will appear.
3. Click the *Participant List* drop-down list and select *Self-Forming List*.
4. Select a location to save results and select desired presentation settings.
5. Click *OK* to begin presentation.
6. Users will be prompted to enter a User ID. They may be asked to enter it twice to confirm. Participants will be identified by their User ID numbers throughout the session.
7. You can view students' answers, post-session. Click on the *Results* tab, select the results file and then the *Reporting Wizard*. Select the *Answer Report* and click *Generate*.

Participant Name / Score / Spont. Score / Average				Q1	Q2
Participant 12	0 %	0 %	0 %	1	D
Participant 13	0 %	0 %	0 %	2	B

Editing an Existing Participant List

1. Select a participant list.
2. Click the *Participant Wizard* button. The Participant Wizard will appear.
3. Click *Next*.
4. Add new fields or remove existing fields. If you do not want to change anything, skip to the next step.
5. Make the necessary changes.
   - **Delete Students:** Select the row by clicking in the cell to the far left, use the *Options* menu and select *Delete*.
   - **Renumber Remotes:** Use the *Options* menu and select *Autonumber Remotes*.
6. Click *Finish* when done. The Save As window will appear.
7. Enter the name of the class and click *Save*.

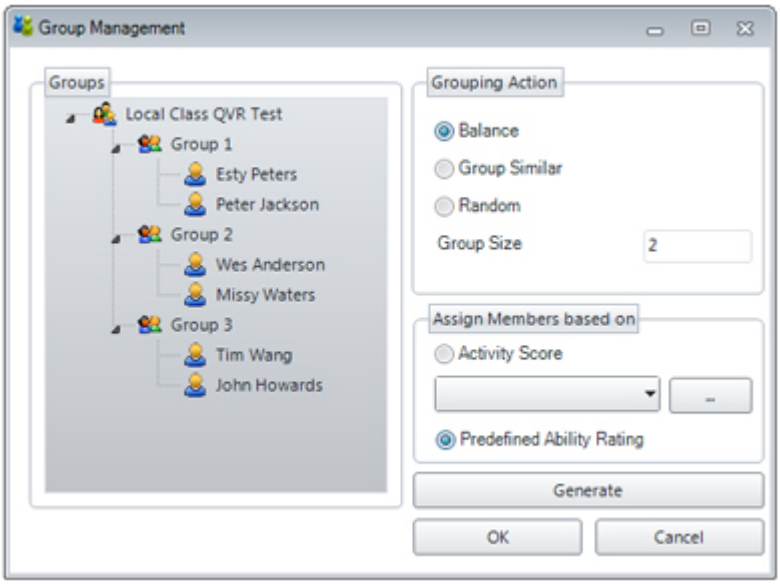
Importing Class Lists from Qwizdom Interact

1. Click the *Participants* tab.
2. Go to the File menu and select *Import*.
3. Select *Import Classes from Interact*. The *Interact Import* window opens.
4. Select the class(es) you want to import and click *Import*.
5. The classes will import into the *Participants Tree*.

8.1 Groups

Automatically create groups. Groups can be used when playing Quandary. See ***Games*** for details.

1. Click on *Participant Management* and select *Group Management*.



2. Select the Grouping Action:
   - **Balance:** Creates balanced ability groups from either the Predefined Ability Ratings (set in the participant list) or scores from a selected activity.
   - **Group Similar:** Groups students with similar Ability Ratings (set in the participant list) or scores from a selected activity.
   - **Random:** Groups students randomly, no ability rating settings are needed.
3. Set the size of group and click *Generate*.
4. Review and modify as desired, by dragging students into different groups.
5. Click *OK* when finish.

8.2 Seating Chart

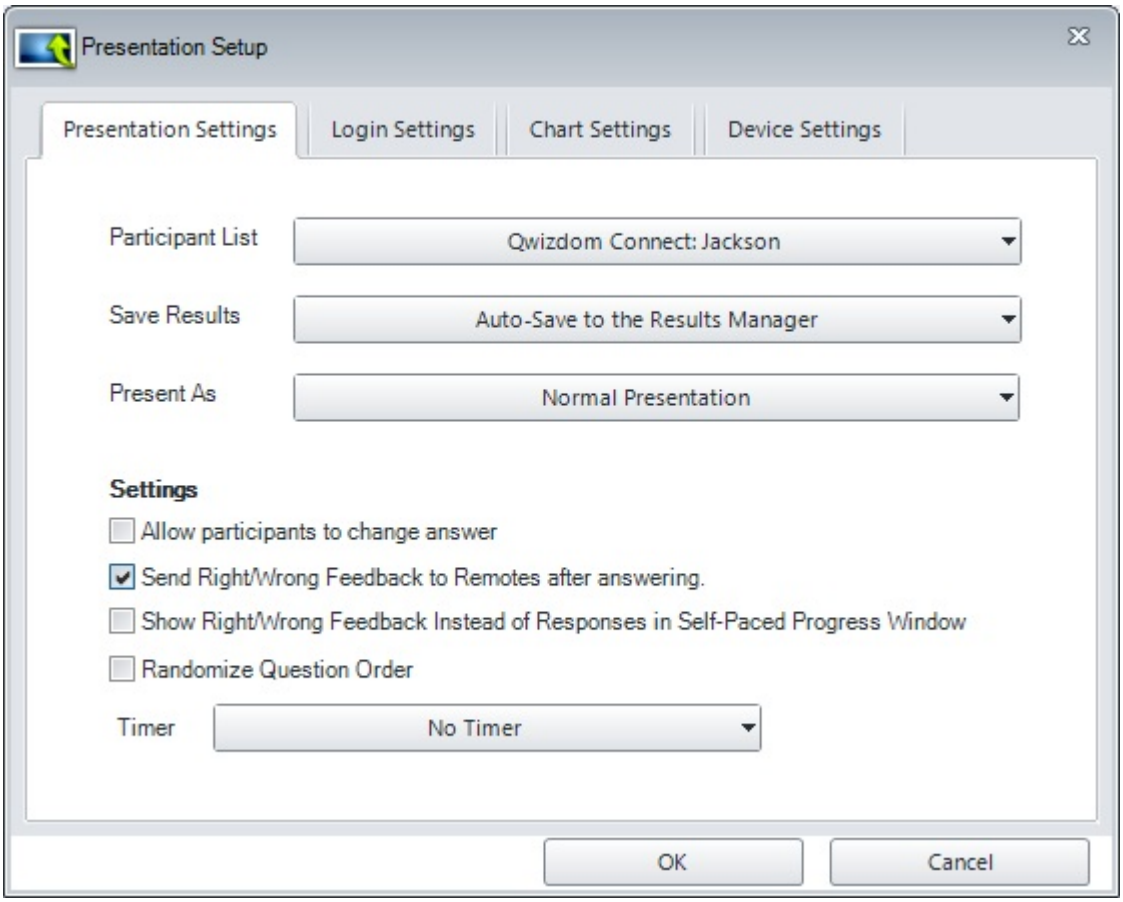
The seating chart is used to track student seating.

1. Select the participant list for which you want to set up the seating chart.
2. Click the *Seating Chart* button. The *Seating Chart* window appears.
3. A list of the participant names will display in the column on the right.
4. Drag and drop the names of participants to place them onto the seating chart.
5. Click *OK* when finished.

9 Presentations

Presenting an Activity (with Remotes)

1. Click on the *Content* tab.
2. Select an activity to present.
3. Click the *Present* button. The *Presentation Setup* window appears. (See ***Presentation Setup*** for details.)



4. Select a *Participant List*.
5. Select how you would like to save the results. *(Recommend) Save to Results Manager*.
6. Select the options you would like available during presentation.
7. Click *OK* to begin the presentation.
8. Have the participants turn on their remotes.
9. Participants enter their response.
10. Here are a few things you can do during presentation:
    - Display the response chart
    - Display the private graph on instructor device
    - Randomly call upon a participant by pressing the *Pick* feature

11. Go through the presentation until all the question slides are answered.

See *Using Remotes in Presentation* for description and troubleshooting of all the remote LCD screen messages.

12. At the end of the presentation, click the *Utilities* button and select *Exit*.

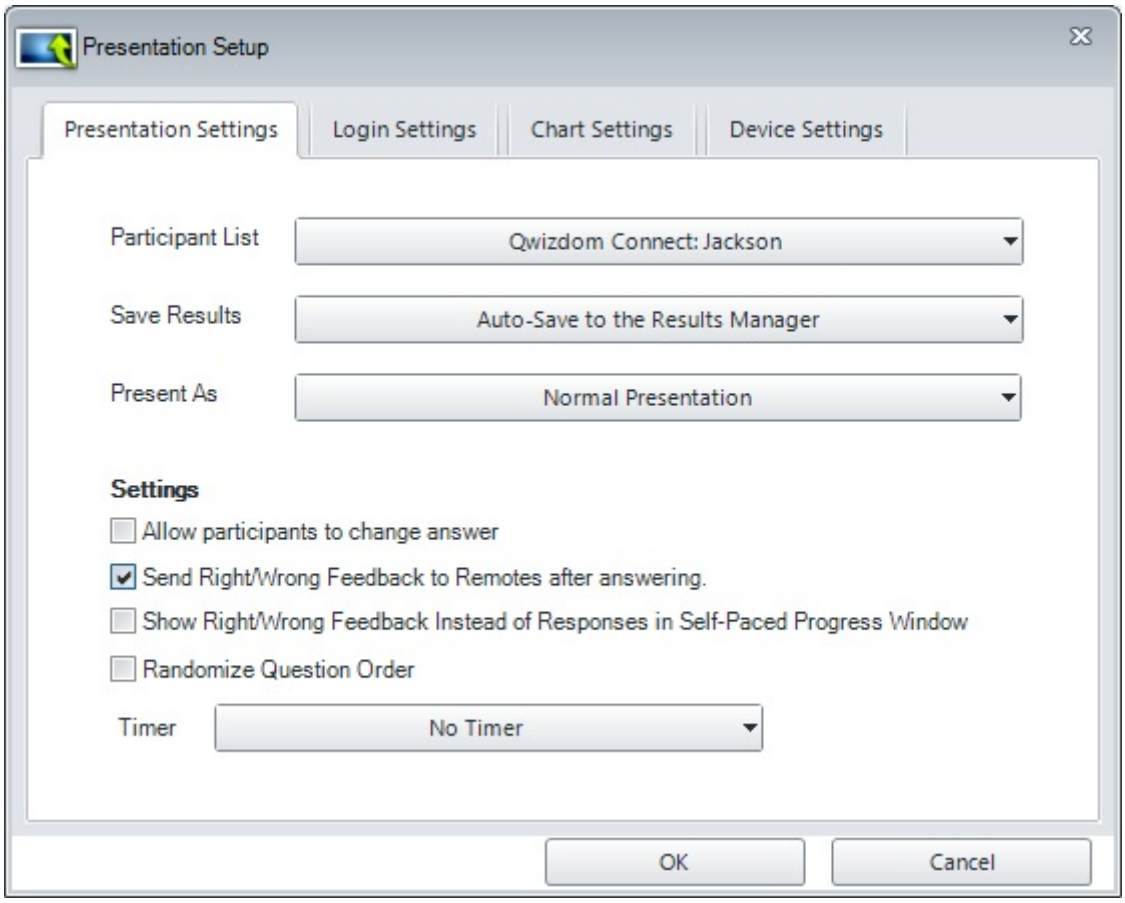
Presenting an Activity (without Remotes or QVR Response App)

1. Go to the *Remotes* menu and check the *Do not use Qwizdom Remotes* box.
2. Click on the *Content* tab.
3. Select an activity to present.
4. Click the *Present* button. The *Presentation Setup* window appears. (See ***Presentation Setup*** for details.)
5. Select a *Participant List*.
6. Click the *Saved Results* drop-down arrow and select *Do Not Save*.
7. Click *OK* to begin the presentation.
8. Go through the presentation until all the question slides are answered.
9. At the end of the presentation, click the *Utilities* button and select *Exit*.

9.1 Presentation Setup

There are many options you can apply to your presentation. Not all options will be applicable.

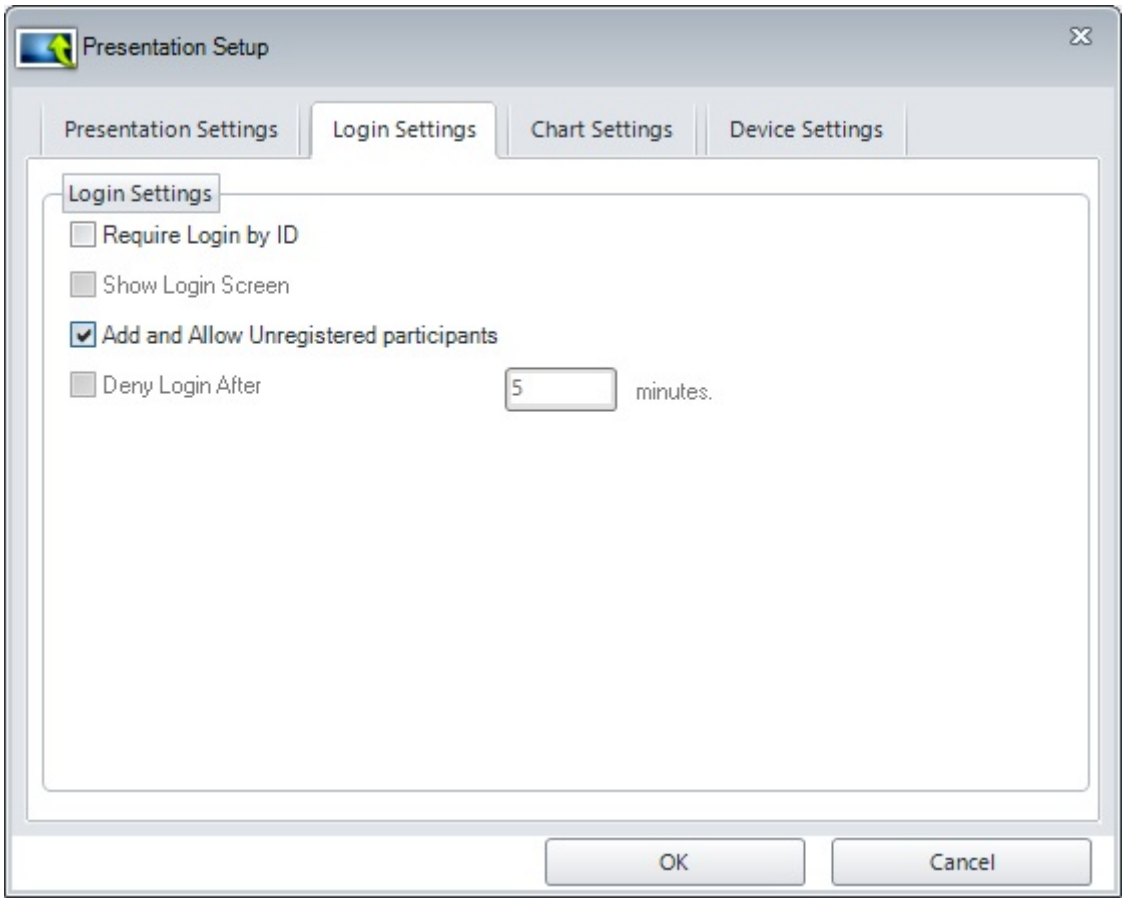
Presentation Settings tab:



1. Select the desired participant list.
   - **Browse to Participant List (.QPL file):** Identifies students by name as defined in Qwizdom class list (.qpl).
   - **Anonymous:** Identifies users by a randomly assigned Participant ID number, allowing responses to be anonymous.
   - **Self Forming (Requires User ID Login):** Identifies user by an assigned Participant ID number, for instance an employee or student number. Participant remotes will prompt users to enter a User ID, often twice to confirm. Reports will tally results based on the Participant ID numbers.
   - **Qwizdom Connect:** All classes listed in the Participant tab will be found in the Qwizdom Connect menu.
   - **Blackboard Participant List:** ***See Quick Start Guide*** for details.
2. Select where you would like to save your results file.

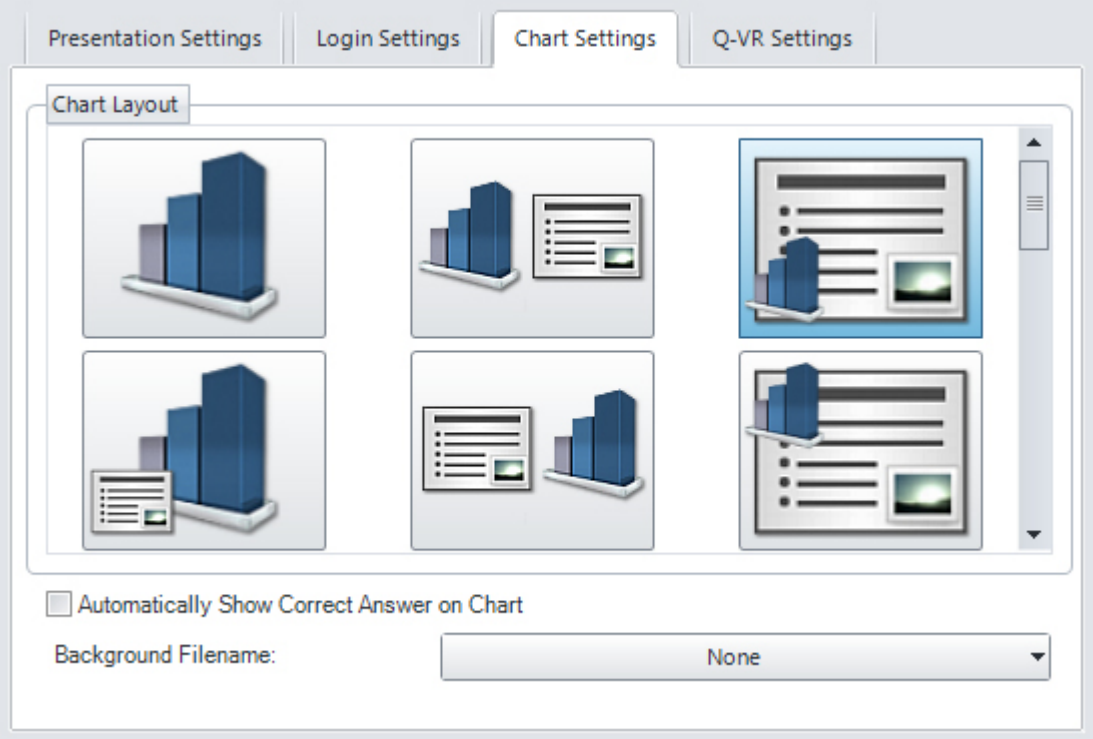
3. Select how you wish to present the activity.
   - **Normal Presentation:** Present activity with interactive questions
   - **Game Modes:** Select from four game options including Fast Track, Quandary, Mission to Mars, and Baseball. See ***Games*** for details.
   - **Self-Paced:** Participants work through an Answer Key activity at their own pace. See ***Answer Key*** for details.
   - **Autopilot:** Automatically cycles through presentation, adding a 15 second timer to each slide.
4. Select *Send Right/Wrong Feedback to Remotes after answering* to notify participants if they answered correctly (indicated by a check mark) or incorrectly (indicated by an X). Remotes will receive both a check mark and X if feedback is turned off, to indicate that the response has been received.
5. Select *Allow participants to change answer* if you would like participants to change their answer during a presentation.
6. Select no timer, use the time set within the slides, or global timer by entering the number of seconds for all slides in the presentation.

Login tab:



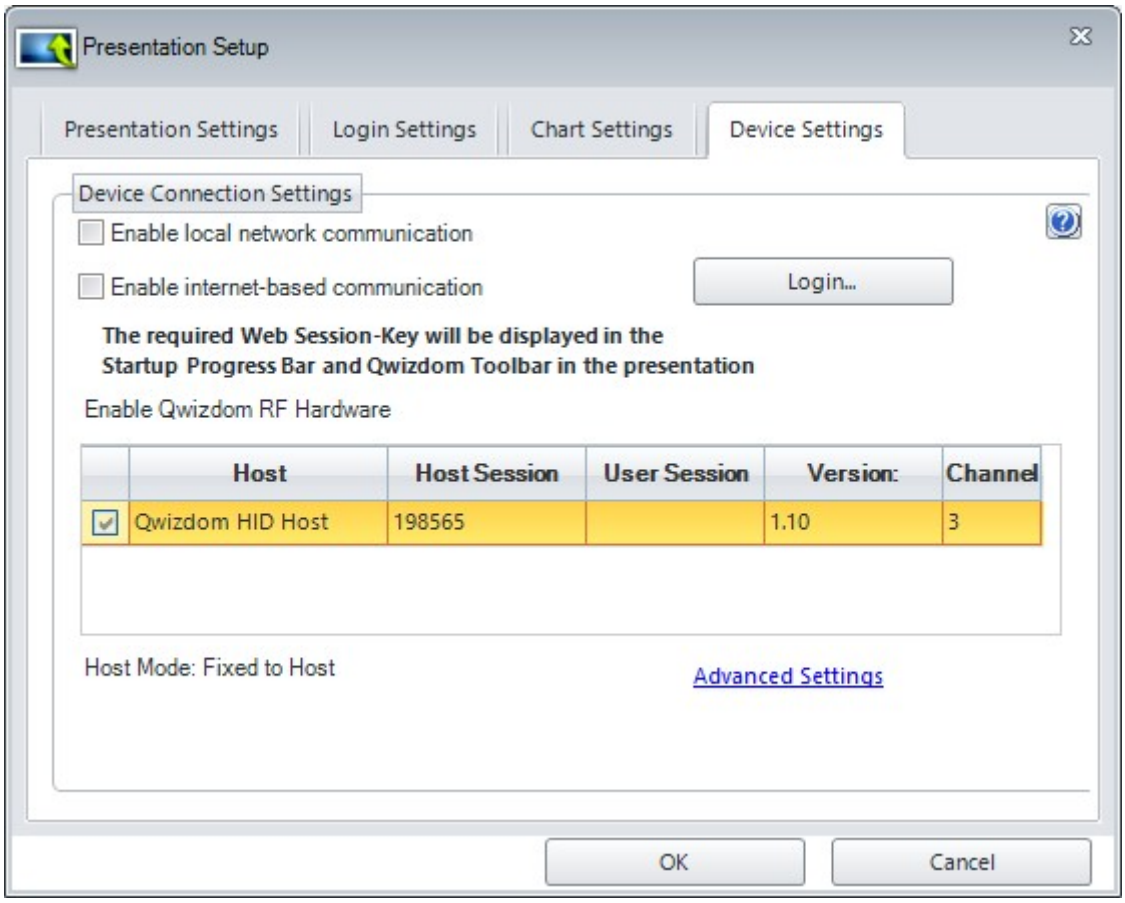
1. Check the *Require Login by ID* box if you would like students to login using their Participant ID. Perfect for classrooms were students don't have assigned remotes.
2. Check *Show Login Screen* to monitor participants logging in. *Tip: When using QVR, be sure to write down QVR Session number on the board, as it is not displayed in the login screen.*
3. Check the *Add & Allow Unregistered participants* box to allow participants that are not on selected participants list to join the session. This option must be checked when using an Anonymous list.
4. The *Deny Login After ...* feature restricts participants from logging in after a set amount of time.

Chart tab:



1. Select the desired Results Graph layout that will be displayed during a presentation.
2. Check the *Automatically Show Correct Answer on Chart* option to display the percentage and number of correct answers. Click the *Correct Answers* icon to toggle feature on and off during a presentation.
3. Use the *Background Filename* option to select an image to display as the response chart background.

Device Settings tab:



These settings determine how participants may join and interact during a session using a personal device. Participants may collaborate, annotate, take notes, answer questions, request help, and more, depending on the device, application, and license.

Consumer Devices refers to any Wi-Fi enabled device that participants may use to join a session, including laptop, tablet, computer, or smart-phone. An additional license (by presenter or participant) may be required in order to join a session.

Local Communication: allows users to connect to the session by IP address. All users must be on the same network as the presenter, but no internet access is required. (See ***Presenting with Collaboration***)

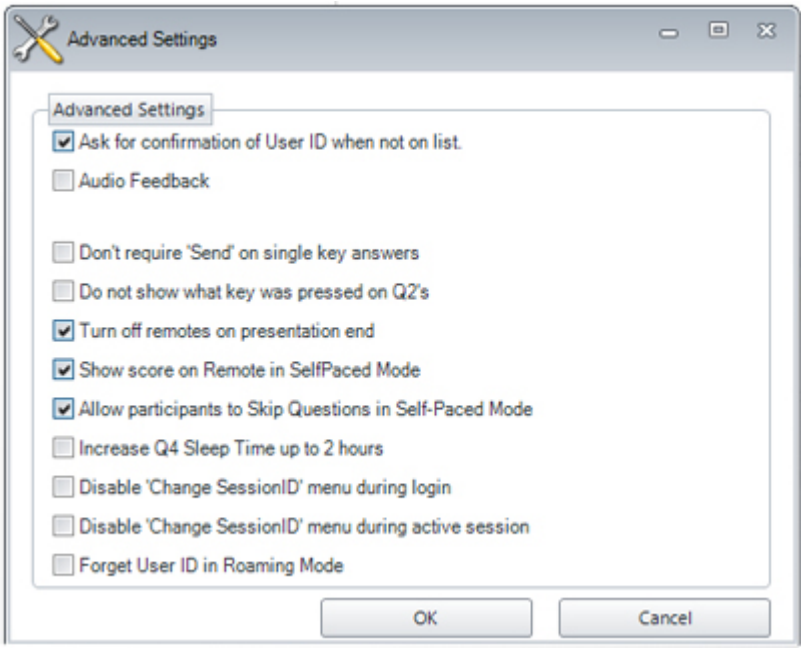
Web-based Communication: allows users to connect to the session by a session key. Users can join from anywhere in the world, but internet access is required for the presenter and all participants. (See ***Presenting with QVR***)

Qwizdom Hardware refers to dedicated RF handsets manufactured by Qwizdom. These devices are simple, low cost, and reliable and may be used for polling, instant assessment, and basic interaction by participants.

Host Session: use the default Host Session ID, or type in a custom Session ID in the User Session field.

(Custom Session ID numbers are a quick fix if you receive a replacement host and haven't had time to reprogram your participant remotes.

Advance Settings link**:**


Advanced Settings
Advanced Settings
Ask for confirmation of User ID when not on list.
Audio Feedback
Don't require 'Send' on single key answers
Do not show what key was pressed on Q2's
Turn off remotes on presentation end
Show score on Remote in SelfPaced Mode
Allow participants to Skip Questions in Self-Paced Mode
Increase Q4 Sleep Time up to 2 hours
Disable 'Change SessionID' menu during login
Disable 'Change SessionID' menu during active session
Forget User ID in Roaming Mode
OK
Cancel

- **Ask for confirmation of User ID when not on list**-the remote will prompt the participant for the user ID again, if the participant is not in the participant list that was loaded.
- **Audio Feedback**-notifies users with a tonal indicator that a tool is active when using the Q7 Tablet during a presentation.
- **Don't require "Send" on single key answers**-the remote will automatically send the answer once it has been entered.
- **Do not show what key was pressed on Q2's-**does not show on the display which key was pressed.
- **Turn off remotes on presentation end**-automatically turns off the Q2RF, Q4RF and Q6RF remotes when a presentation ends.
- **Show score on Remote in Self-Paced Mode**-enables final score to display on screen after completing an answer key.
- **Increase Q4 Sleep Time to up to 2 hours**-prevents the Q4s going to power saving mode for up to 2 hours.
- **Disable "Change Session ID" menu during login**-hides the Session ID option from the menu.
- **Disable "Change Session ID" menu during active Session**-hides the Session ID option from the menu during presentation.
- **Forget User ID in Roaming Mode**-requires participants to login by Session ID and User ID each time a new session is started when remotes are set to Roaming. See ***Remote Setup*** for details**.**

9.2 Presentation Features

Qwizdom Toolbar

There are many ways to customize your Qwizdom presentations. Right-click on the Qwizdom Toolbar to view options menu.

Buzz-In Box/Participant Counter

The Buzz-In Box displays the percentage of participants who have answered.

During a presentation:

1. Right-click the *Qwizdom Toolbar* and go *View/Buzz-in Box to display the percentage.*

Timer

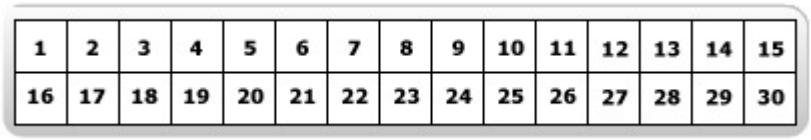
Timer displays the remaining time in which participants can submit responses. Add additional time by clicking on the + *Add* icon.

You can add or remove the timer during a presentation.

1. Right-click the *Qwizdom Toolbar* and select *Settings.*
2. Under the *Display* tab, use the Timer drop-down menu to change the timer settings.
3. Click *OK* to close and apply changes.

Answer Grid

The *Answer Grid* indicates participant response by corresponding remote ID numbers.



To Show/Hide the *Answer Grid.*

1. Right-click the *Qwizdom Toolbar* and go *View/Answer Grid.*
2. Right-click Answer Grid to change display settings, including size, number of columns, placement, etc.

Presentation Tools

Use the *Re-Pose,* *Response Graph*, *Pick,* and *Game* icons when presenting activities using a desktop or laptop.

Reposing a Question

Reposing is used to ask a question again and/or when you accidentally skip a slide that needs to be answered. Reposing the question overwrites the previous responses if any were recorded.

1. Click the *Repose* button to pose the question slide again.
2. Click the *Repose* button again to stop.

Response Graph

1. Click the *Response Graph* button.
2. The *Response Graph* appears.
3. Click the *Response Graph* again to remove the graph.

Picking Participants

1. Click the *Pick* button to randomly call upon a participant.
2. The participant's name or participant ID appears on screen.
3. Click the *Pick* button again to remove the name.

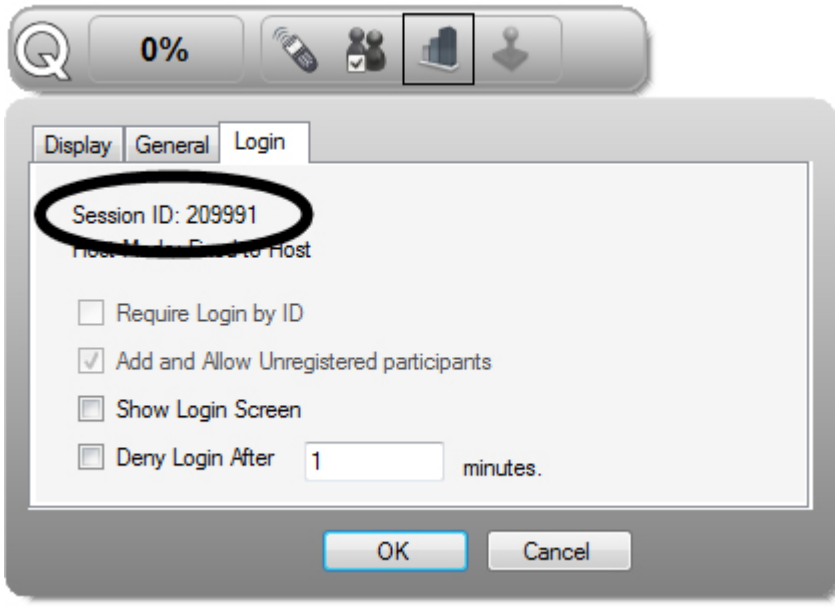
Game/Show

Shows game animation.

1. Click the *Game* button to view game windows, including scores, animations, etc.

Display Session ID During a Presentation

1. Right-click the *Qwizdom Toolbar* and select the *Login* tab. The Session ID will appear at the top of the window.



Automatically Show Correct Answer on Response Chart

Displays a fraction and percentage of correct answers. For example: Correct Answer(s)10/12 83%. To activate this feature during a session, right-click the *Qwizdom Toolbar and* select *Settings.* Under the *Display* tab, select *Automatically Show Correct Answer on Chart* and then click *OK.*

Right/Wrong Feedback

This feature allows participants to see if their response is right or wrong. Feedback appears on the LCD screen of the participant's remote during presentation. A *check mark* will indicate a correct response, an *X* will indicate an incorrect response. If the feedback is disabled, a *check mark* and *X* appears on the LCD screen indicating that a response was received.

You can turn this feature on and off during a presentation by

1. Right-clicking the *Qwizdom Toolbar* and selecting *Settings.*
2. Under the General tab, click *Send right/wrong feedback.*

9.3 Remote Login

Logging in with IDs allows participants to use any remote. The participant is identified by a unique ID number that is set in participant lists. (Go to ***Creating Classes*** for more information).

- Participant IDs can only be numeric.
- IDs cannot be used for more than one participant (IDs cannot be duplicated).
- Maximum number of digits allowed for IDs is:
  - 8 for Q2RF remotes.
  - 9 for Q4RF remotes.
  - 8 for Q5RF remotes.
  - 14 for Q6RF remotes.

1. Click the *Present* button. The *Presentation Setup* window will appear.
2. Select a participant list.
3. Click the *Login* tab.
4. Check the *Require Login by ID* option.
5. Checking the *Show Login Screen*, if desired.
6. Check the *Add and Allow Unregistered Users* to allow participants not on the list to join the session.
7. Select all other preferred options and click *OK* to present. The presentation will begin.
8. The Q4RF, Q5RF and Q6RF remotes will display *User ID*. The Q2RF remotes will display *--U*.
9. Participants will enter their ID and press the *Send* key.

If Add and Allow Unregistered Users is checked, participants not on the class list may be prompted to enter their User ID twice to confirm.

10. Once everyone has logged in, begin the presentation.
11. You can start the presentation as participants log in. Participants who are late can log in later, if you have not set a timer to deny log in.

Login Timer

You can deny login after a certain amount of time by setting the time under the *Login* tab.

1. Check the *Deny Login After --- Minutes* option.
2. Enter the number of minutes that participants have to log in. For example, you have selected to deny log in after 5 minutes. After 5 minutes have passed, participants who try to log in will be denied.

Troubleshooting

1. If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied,* or the Q6RF displays *Session ID Login Denied,* or the Q2RF remote displays --*U*, then the Participant ID may have been entered incorrectly.
    - For Q2RF remotes, press the *Hand* key, re-enter the Participant ID, and press the *Join* key.
    - For Q4RF remotes, press the *Menu* key, use the right arrow to scroll to *User ID*, and press the *Send* (double arrows) key to select it. Re-enter the Participant ID and press the *Send* (double arrows) key.
    - For Q5RF remotes, press the *C* (clear) key, re-enter the Participant ID, and press the *Send* (double arrows) key.
    - For Q6RF, click the *On/Off* key select *Enter User ID*. Scroll to *Enter Session ID,* press the (↵) menu select key, re-enter the User ID, and press the *Join* key
    - The Participant IDs will be remembered for the session until another participant list is selected.

9.4 Using Remotes in Presentation

The following tips apply to presenting an activity in Qwizdom Connect. Remotes will act differently when presenting in Actionpoint. For details on using remotes with Actionpoint software please see the Actionpoint User Guide.

Q6*i*RF Instructor Remote Tips

- The Q6*i*RF Instructor Remote will display a list of actions when ready.
- Press the *(3)* key to display the public response graph. Press again to close.
- Press the *(2)* key to display the graph on the instructor's LCD. Press again to close.
- Press the *(1)* key to randomly call upon a participant during presentation. Press again to close.
- Press the *(6)* key to pose a spontaneous question. A list of question types will appear on the LCD. Use the up/down arrows to navigate through the question types. Press the *Select* key to choose the question type. Enter the correct answer and press *Send*; if the answer is survey only, press the *Send* key without selecting an answer.
- Press the *(5)* key to display the list of participants who have requested help.
- Press the *(8)* key to Play or Pause videos.*
- Press the *Select* key *to* show Answer Slide during a presentation.*
- Press the right arrow key to display game animations and then the appropriate number button, listed on the LCD screen.*

** Features only work in Qwizdom Connect Software.*

Q5RF Instructor Remote Tips

- The Q5RF Instructor Remote will display *Ready* or *Last Key*.
- Since the Q5RF Instructor Remote is not applicable during answer keys, the LCD screen will display *Access Denied*.
- Press the *(/)* key on the Q5RF Instructor Remote to display the response graph. Press again to close.
- Press the *(0)* key on the Q5RF Instructor Remote to display the graph on the

instructor's LCD. Press again to close.

- Press the *Pick (.)* key on the Q5RF Instructor Remote to randomly call upon a participant during presentation. Press again to close.
- Press the *1 (A)* key on the Q5RF Instructor Remote to bring up a window shade. Press again to close.
- Press the *Show (7)* key on the Q5RF Instructor Remote to show game animations. In Fast Track and Mission to Mars, press the *(1)* key to move to the next question and press the *(3)* key to display track.
- Press the *New Q (-)* key to pose a spontaneous question. A list of question types appear on the LCD. Use the up/down arrows on the thumb pad to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press *Send*; if the answer is survey only, press the *Send* key without selecting an answer.
- Press the *(?)* key to display the list of participants who have requested help.

Q7 Presenter Tips

- The Q7RF Presenter Tablet will display *Ready* when it has successfully connected to the host.
- Press to display the public response graph. Press again to close.
- Press to display the graph on the instructor's LCD. Press again to close.
- Press to randomly call upon a participant during presentation. Press again to close.
- Press to pose a spontaneous question. A list of question types will appear on the LCD. Use the toggle to navigate through the question types. Press the *Send* key to select the question type. Select the correct answer and press *Send;* if the answer is survey only, press the *Send* key without selecting an answer.
- Press to display the list of participants who have requested help.
- Press *Show* to display game animations.

Participant Remote Tips

- ***Remote displays will vary when they are ready to start an activity/presentation.***
  Qwizdom will be displayed on the Q4RF and Q5RF remotes when a lesson (non-question) slide is in view. The Q6RF remote will display Ready when a lesson (non-question) slide is in view.

- ***Remote displays will vary during an activity/presentation.***
  For Q2RF remotes, participants will see a blank screen with a battery icon. For Q4RF and Q5RF remotes, participants will either see answer choices or a blank screen (depending on question type) on their remote during a question slide. For Q6RF remotes, question text and/or answer choices will appear on the LCD screen (display varies depending on question type). See ***Creating Slides*** for information on setting up the different question types.

- ***Request Help-***
  For Q2RF remotes, press the *Help* (Hand) key. To request help on the Q4RF and Q5RF, press the *Menu* key to select *Help* and press *Send*. For the Q6RF, press the *Menu* button and press the (↵) menu select key.

- ***Change Session ID-***
  To change the Session ID on the **Q2RF remote**, when the remote is on, wait for the remote to time out and turn off. When you turn it back on, press the *Help* key. When you see --*S* on the display, enter the Session ID and press the *Send* key.

  To change the Session ID on the **Q4RF remote**, press the *Menu* key and use the right arrow to scroll through the menu options. When you see *Sess. ID*, press the *Send* key to select it. An existing Session ID may appear and the remote will ask if you want to change it. Press *T* for yes and enter the new Session ID. Press the *Send* key to confirm.

  To change the Session ID on the **Q5RF remote**, press the *Menu* key when the remote displays *No Host Found*. Use the thumb pad to navigate through the menu options and press the *Send* key to select *Enter Session ID*.

  To change the Session ID on the **Q6RF remote**, press the *Menu* key, scroll to *Enter Session ID,* press the (↵) menu select key, re-enter the Session ID, and press the *Search Again* key.

- ***Troubleshooting Tips-***

The Q4 LCD screen on the participant remotes may read *Push Key, Inactive*, *Not Active,* press the *Send* (double arrows) key to "wake up" the remote. If the remote still

displays *Not Active*, re-enter the Session ID. Go to ***Changing Session IDs*** for more information.

The Q6 LCD screen on the participant remotes may display *Power Save Mode*. This indicates that the remote is idle. Click *RESUME,* to reactivate.

If the Q4RF displays *No Net*, or the Q5RF remote displays *Host not found*, or the Q6RF displays *Session ID Not Found,* or the Q2RF remote displays - - - and turns off, re-enter the Session ID. Go to ***Changing Session IDs*** for more information.

If the Q4RF remote displays *Denied,* or the Q5RF remote displays *Access Denied*, or the Q6RF displays *Session ID Login Denied,* or the Q2RF remote displays --*U*, the Participant ID is incorrect, or the Remote ID attempting to participate isn't in the participant list that was loaded. Re-enter the Participant ID, and check to make sure that Remote ID is in the participant list.

Below are the procedures on how to respond for each question type during presentation for Q2RF remotes:

- **True/False**-press *T* or *F* key.
- **Yes/No**-press *Yes* or *N*o key.
- **Multiple Choice**-press *A, B, C, D, E,* or *F* key.
- **Single Digit Numeric**-enter a single number key.
- **Rating Scale (1-5) or (1-7)**-enter a single number.

Below are the procedures on how to respond for each question type during presentation for Q4RF and Q5RF remotes:

- **True/False**-press *T* or *F* key and then press the *Send* key.

- **Yes/No**-press *Y* or *N* key and than press the *Send* key.
- **Multiple Choice**-press *A, B, C, D, E,* or *F* and then press the *Send* key.
- **Multiple Mark**-select multiple letter choices and than press the *Send* key.
- **Numeric**-enter the numbers and than press the *Send* key.
- **Sequence**-enter the numbers in the correct order and press the *Send* key.
- **Short Text Response**- for *Q5* remotes only. The alphabet menu will automatically appear when this question type is displayed. Use the arrows on the thumb pad to navigate through the letters, using the Circle key to select the letter(s). Press the *Send* key to confirm your answer.

Below are the procedures on how to respond for each question type during presentation for Q6RF remotes:

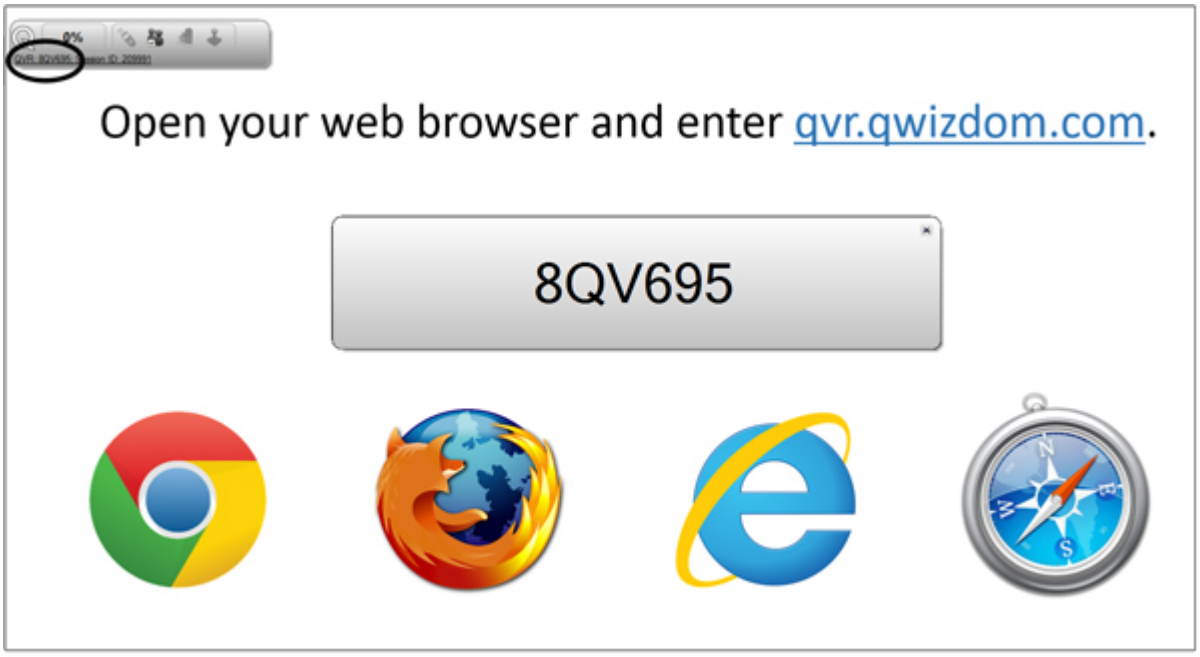
- **True/False**-use down arrow to scroll to *T* or *F* and then press the *Send* key.
- **Yes/No**-use down arrow to scroll to *Y* or *N* and then press the *Send* key.
- **Multiple Choice**-use down arrow to scroll to *A, B, C, D, E,* or *F* and then press the *Send* key.
- **Multiple Mark**-use down arrow to scroll to answer choice, click the (↵) *Menu Select* key to select multiple answer choices, and then press the *Send* key.
- **Numeric**-enter the numeric answer and then press the *Send* key.
- **Sequence**-enter the numbers in the correct order and then press the *Send* key.
- **Short Text Response**-enter in the appropriate answer and then press the *Send* key.
- **Text Response**-enter in the sentence/s answer and then press the *Send* key.
- **Text Edit**-use directional arrows to scroll to the text that needs editing, press *Delete* to remove incorrect character/s, enter correction, and press the *Send* key when finished.
- **Equation**-enter the numeric answer (add special characters by pressing the *Sym* button) and then press the *Send* key.

9.5 Presenting with QVR

You will need to purchase a QVR Presenter license to use this feature. Email info@qwizdom.com for pricing details.

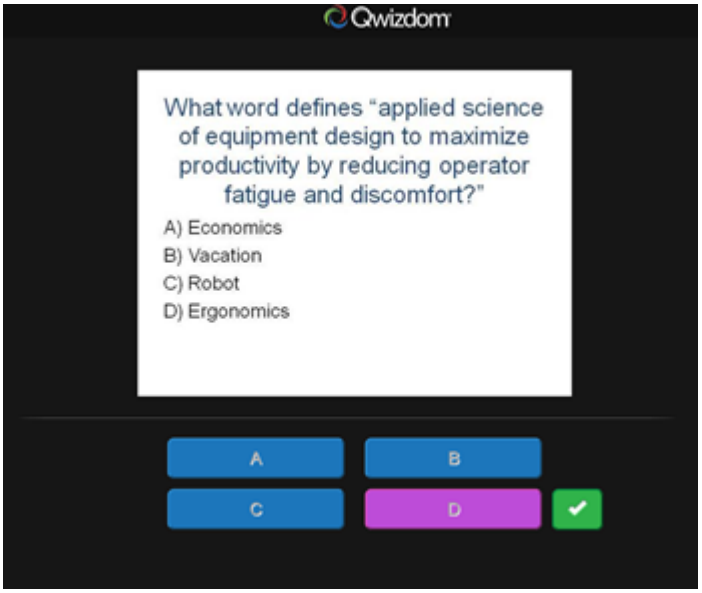
To begin a QVR presentation follow the steps below:

1. Select an activity, then click *Present* to begin setting up a presentation.
2. In the Presentation Setup window, select the presentation options (i.e. Participant List, Save Results, and Present As). See ***Presentation Setup*** for details.
3. Click on *Device Settings* tab. Check *Enable Internet-Based Communication*. Click *OK* to present.
4. Login with your credentials. (If you have not registered, click on the '*New User*' link at the bottom of the window.)
5. The Session ID will appear on the Qwizdom Toolbar. Click on the link to make the QVR Session ID number large. It's helpful to create an instructional slide to help users login in.

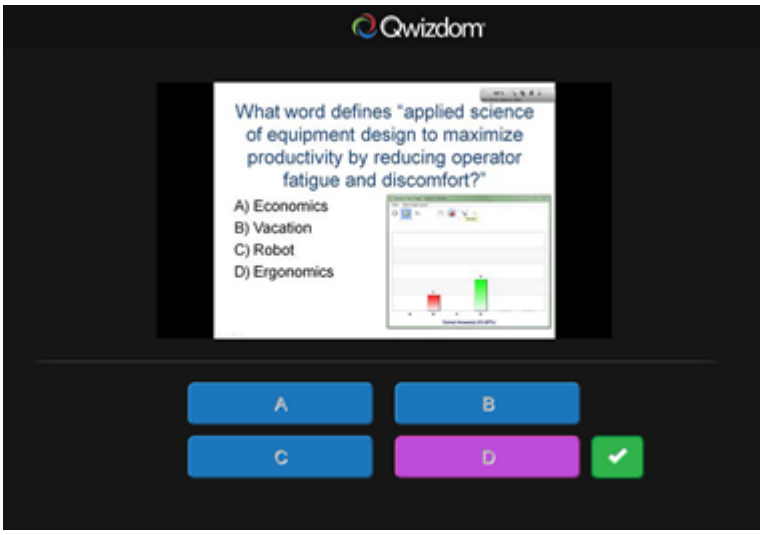


6. Instruct participants to login to the QVR session at qvr.qwizdom.com using a browser of their choice; or download the Qwizdom QVR app from the Google Play or Apple App store.
7. In the QVR window, instruct participants to login with the 6 digit QVR Session ID number and then press *Launch*.

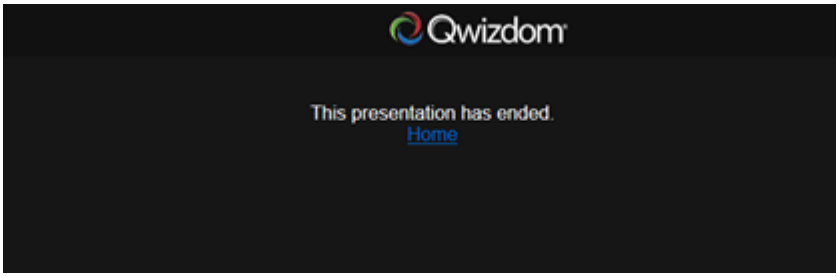
8. Participants may be asked to enter a User ID if you selected a class list in the Presentation Setup window.
9. Participants will see the presentation via their personal web-enabled device. If the show right/wrong feedback feature is turned on in the Presentation Settings window a green check mark will appear if the participant answered correctly. If an answer is incorrect, a red X will appear.



10. The instructor can display a chart showing the results of all other users currently in the presentation.



11. At the end of the presentation, this window will appear:



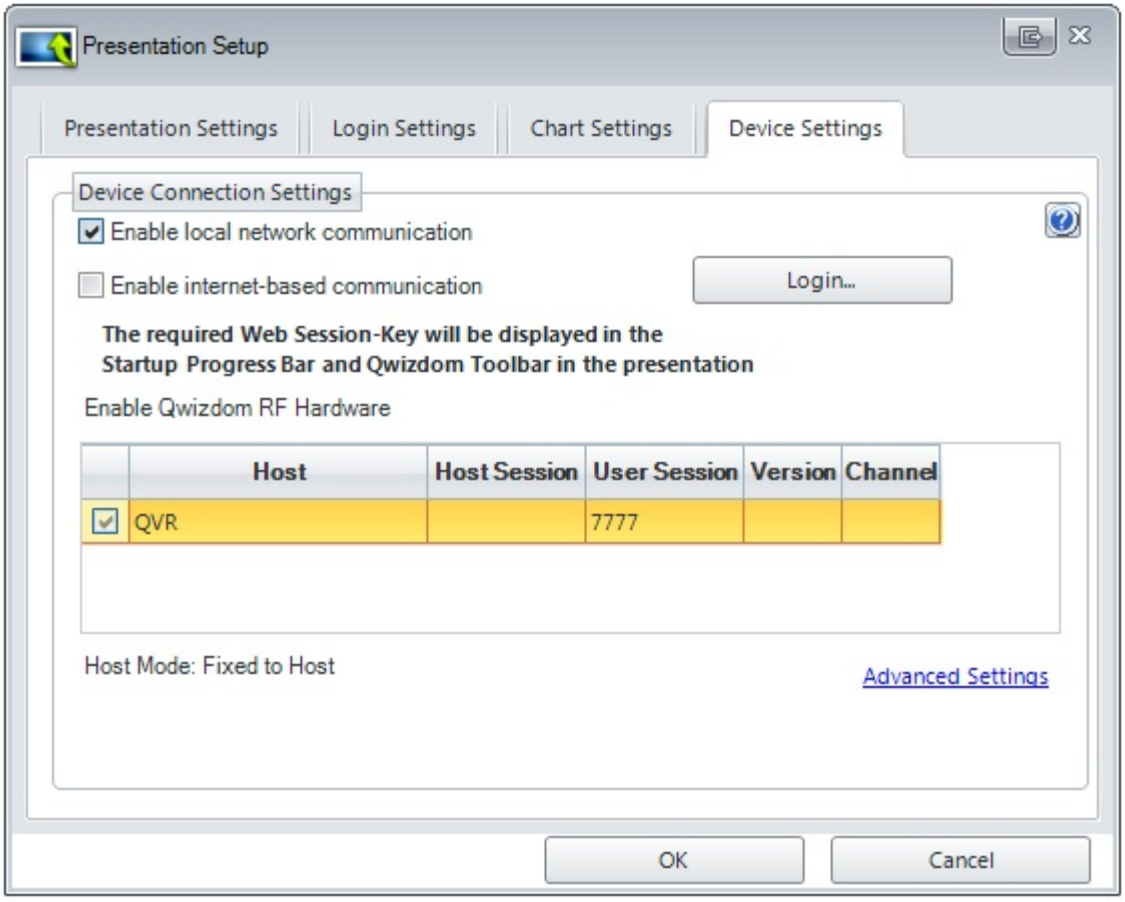
9.6 Presenting with Collaboration

Qwizdom Connect software includes 5 Qwizdom Notes+ licenses that allow for classroom collaboration. (Additional licenses are available for a fee--email info@qwidom.com for pricing.)

Participants can view live lessons, respond, share annotations, take notes, and save presentations for review, using any tablet or laptop on the same local network as the presenter.

Start Presentation

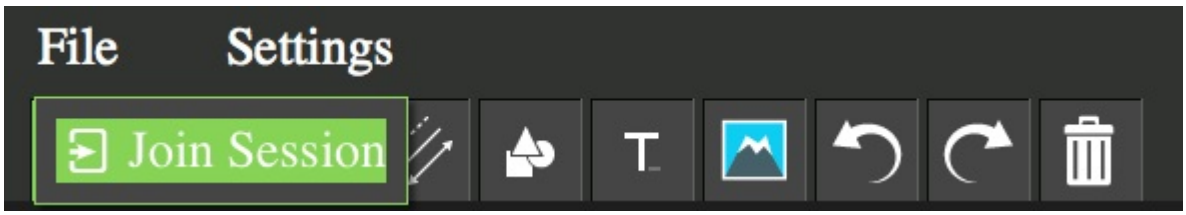
1. Select an activity and click Start Presentation.
2. Select the *Device Settings* tab in Presentation Setup.



3. Check box to *Enable local network communication*.
(Local communication allows users to connect to the session by IP address. All users must be on the same network as the presenter.)
4. Click *OK* to start the presentation.

Participants Join Presentation

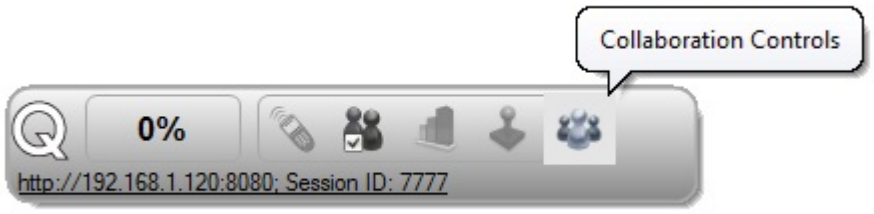
1. On tablets, participants open the Qwizdom Notes+ App (available from the Google Play, Apple App, and Windows stores).



2. Tap *File* and choose *Join Session*.
3. Enter the local IP address of the presenter's computer--displayed on the feedback response indicator (Q Bar) on the presentation screen (for example 192.168.1.120). [Do *not* enter the port number (the 4 digits following the colon). For example if 192.168.1.120:8080 is displayed, do *not* type '8080'.]
4. Tap *OK*.

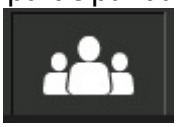
Alternatively, if participants do not have the Qwizdom Notes+ App, but have internet-enabled computers, they can type the local IP address of the presenter's computer into a web browser, on port 8080. For example 192.168.1.120:8080. (In this case, the port number '8080' *is* needed in order to join the session.)
(Note: browser version does not contain the same feature set as the app, such as saving and adding notes.)

Enable Collaboration



1. Presenter taps/clicks the Collaboration icon on the feedback response indicator (Q Bar).
2. Window appears in which individual participants can be selected or de-selected.
If participant (class) list is being used, names will be shown. Otherwise, device IDs display.

3. Check box to enable collaboration.
4. Participants selected by the presenter for collaboration then see a Share icon at the top of their Qwizdom Notes+ screen.

5. Collaboration participant annotates or adds text or other objects to the screen, then taps the share icon. 
6. Shared additions are visible to presenter, and all other participants.

Participants Save Presentation

Once the presenter has stopped the presentation, the slides will appear on the right-hand side of the participant's screen. At this point, the presentation--including all annotations and added objects--can be saved on the participant's device for future review.

Please note: this feature is only available with the Qwizdom Notes+ App. It is not an option if connected to the session via web browser.

1. Tap *File*.
2. Tap *Save*.
3. Type in a file name and tap *OK*.

9.7 Response Graph

During presentation, you can display a response graph to see the results of the question. There are two response graphs you can display: the public response graph and the private graph.

Private Response Graph using the Q6*i*RF Instructor Remote

1. Press the *(2)* key on the Q6*i*RF instructor remote.
2. The response graph will display on the LCD screen. Click *Details* to view each participant's response, response time and which students did not respond.
3. Press the *(2)* key again to close the response graph.

Public Response Graph using the Q6*i*RF Instructor Remote

1. Press the *(3)* on the Q6*i*RF Instructor Remote.
2. The response graph will appear on screen for the participants to view.
3. Press the right/left arrows to view a different graph of the results.
4. Press the *(3)* key again to remove the response graph.

If you have a graph displayed, either on the Q6*i*RF Instructor Remote or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Public Response Graph using the Q7RF Tablet

1. Press the *Public Graph* icon on the Q7RF Tablet.
2. The response graph appears on the computer screen.
3. Press the *Public Graph* icon on the Q7RF Tablet again to close the response graph.

If you have a graph displayed, either on the Q7RF Tablet or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q7RF Tablet

1. Press the *Private Graph* icon on the Q7RF Tablet.
2. The response graph will display on the Q7RF Tablet's LCD.
3. Press the *Private Graph* icon on the Q7RF Tablet again to close the response graph.

Public Response Graph using the Q5RF Instructor Remote

1. Press the ***(/)*** key on the Q5RF Instructor Remote.
2. The response graph appears on screen for the participants to view.
3. Press the right/left arrows to view a different graph of the results.

4. Press the *(/)*key again to remove the response graph.

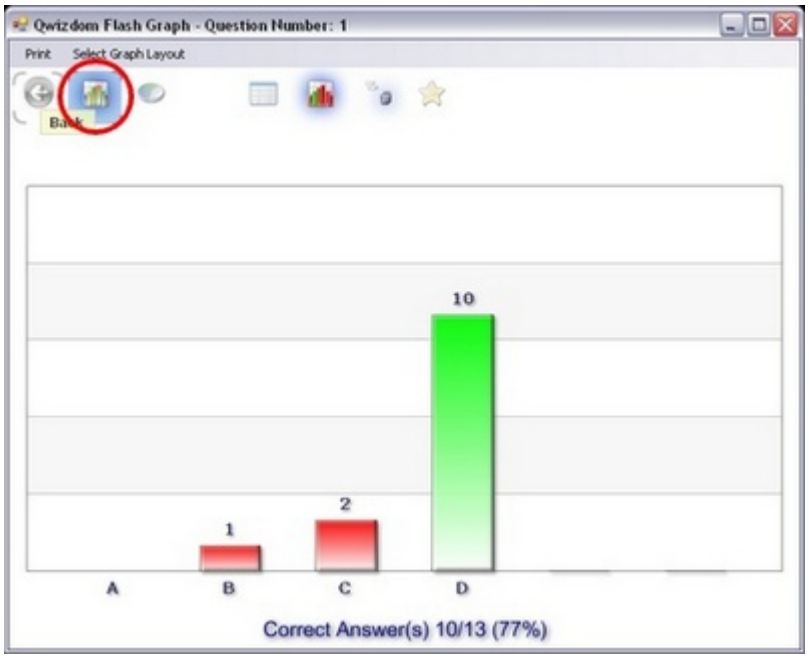
If you have a graph displayed, either on the Q5RF Instructor Remote or computer, you must first remove that graph before displaying the private response graph and/or move onto the next question.

Private Response Graph using the Q5RF Instructor Remote

1. Press the *(0)* key on the Q5RF Instructor Remote.
2. A bar chart showing the number of responses will display on the Q5RF Instructor Remote's LCD screen.
3. Press the *(0)* key again to remove the graph.

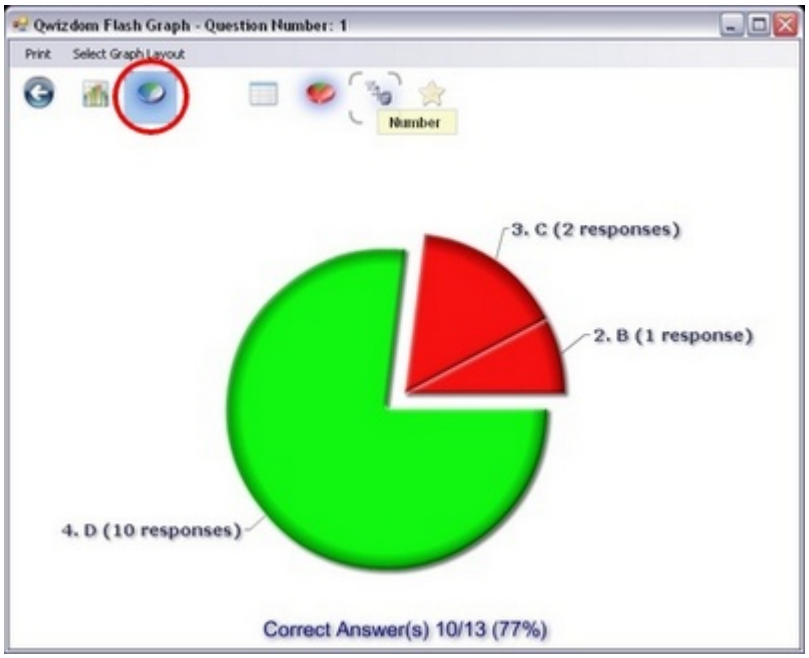
Bar Chart

Displays results as a bar chart. Click or press the Bar Chart to change the bars from horizontal to vertical.



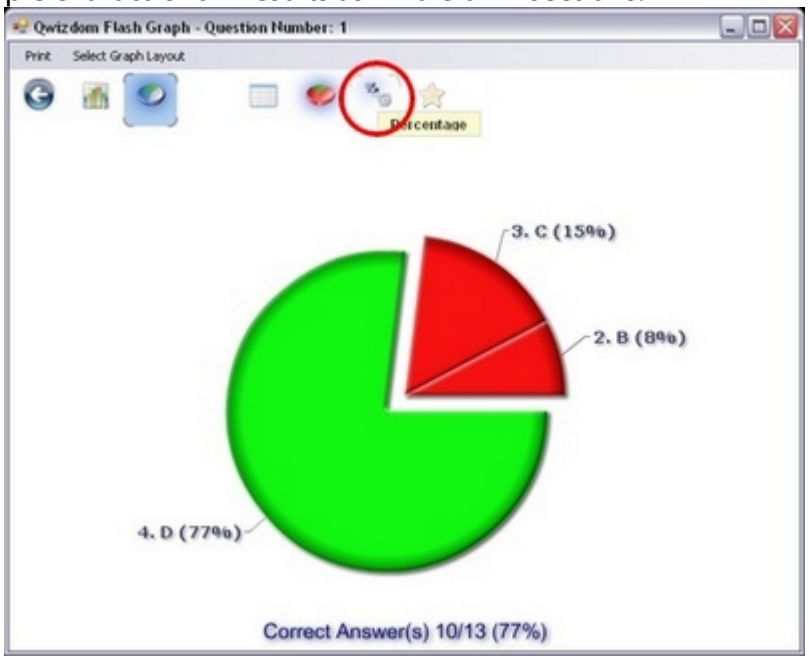
Pie Chart Displaying Correct Answer with Number of Responses

Displays results as a pie chart with numbers and the correct response. Click on actual pie chart to show results as whole or in sections.



Pie Chart Displaying Correct Answer with Percentages

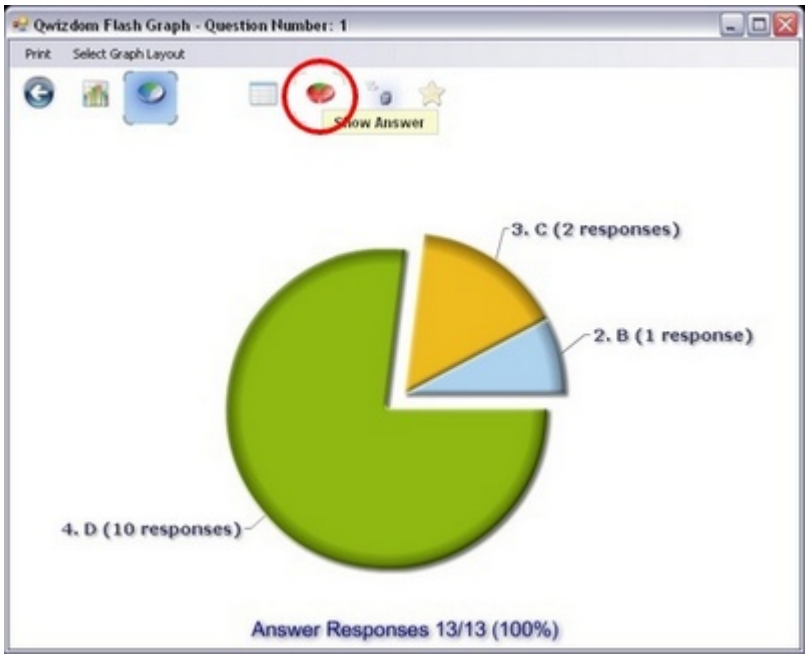
Displays results as a pie chart with percentages and the correct response. Click on actual pie chart to show results as whole or in sections.



Pie Chart Displaying Number of Responses

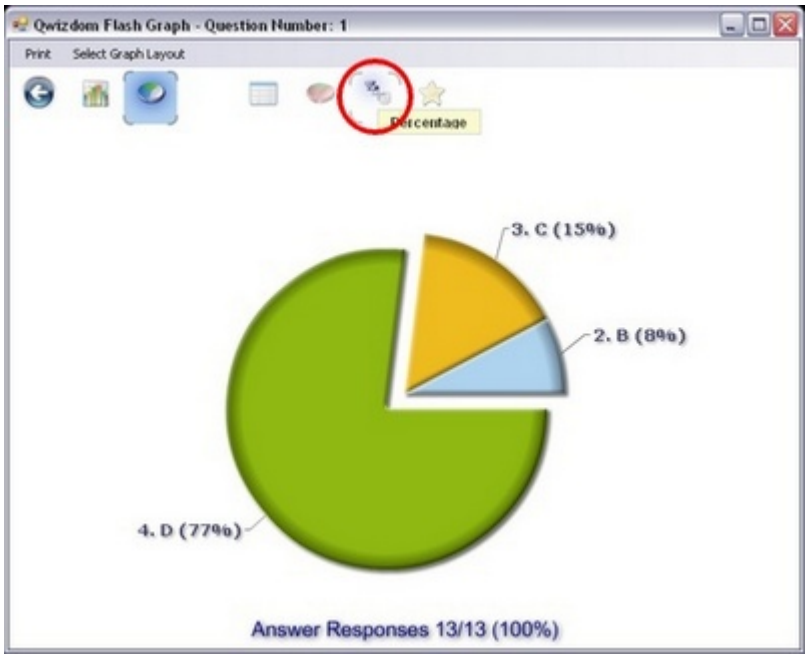
Displays results as a pie chart with numbers. Click on actual pie chart to show results as

whole or in sections.



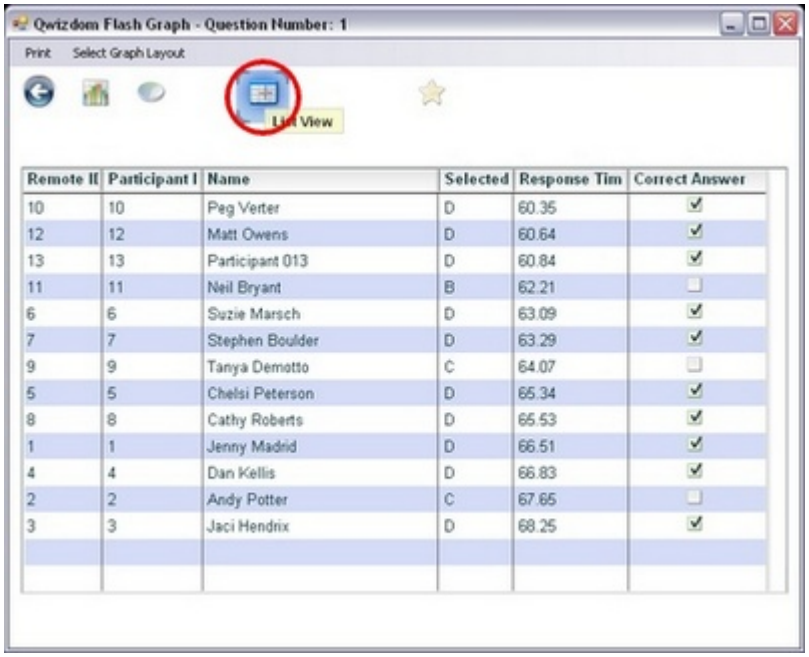
Pie Chart Displaying Percentage of Responses

Displays results as a pie chart with percentages. Click on actual pie chart to show results as whole or in sections.



List View Chart

Displays results in the order it was received by Remote ID, Participant ID, Participant Name, their response, how long it took for the response to be received, and if their response was correct.



Remote II	Participant I	Name	Selected	Response Tim	Correct Answer
10	10	Peg Verter	D	60.35	☑
12	12	Matt Owens	D	60.64	☑
13	13	Participant 013	D	60.84	☑
11	11	Neil Bryant	B	62.21	☐
6	6	Suzie Marsch	D	63.09	☑
7	7	Stephen Boulder	D	63.29	☑
9	9	Tanya Demotto	C	64.07	☐
5	5	Chelsi Peterson	D	65.34	☑
8	8	Cathy Roberts	D	65.53	☑
1	1	Jenny Madrid	D	66.51	☑
4	4	Dan Kellis	D	66.83	☑
2	2	Andy Potter	C	67.65	☐
3	3	Jaci Hendrix	D	68.25	☑

Scores Chart

Displays results by Remote ID, Participant ID, Participant Name, points, and their current percentage (which is accumulative) for the presentation.

Remote II	Participant I	Name	Total Points	Percentage
3	3	Jaci Hendrix	1	100
12	12	Matt Owens	1	100
4	4	Dan Kellis	1	100
1	1	Jenny Madrid	1	100
8	8	Cathy Roberts	1	100
5	5	Chelsi Peterson	1	100
13	13	Participant 013	1	100
7	7	Stephen Boulder	1	100
6	6	Suzie Marsch	1	100
10	10	Peg Verter	1	100
9	9	Tanya Demotto	0	0
2	2	Andy Potter	0	0
11	11	Neil Bryant	0	0

9.8 Games

To display the game animations during presentation a *Qwizdom Connect* presentation:

- Using computer mouse--click on the *Game* icon on the Qwizdom Toolbar.
- Tablet--press the *Show* icon.
- Q6i Instructor--press the right arrow key.*
- Q5RF Instructor--press the number *(7) Show* key.

** Features only work in Qwizdom Connect Software.*

Baseball

Two teams are needed to play *Baseball*, which the program will automatically group by remote numbers: odd number remotes vs. even number remotes. The outcome of the game depends on the number of correct responses of each team for each question.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Baseball*.
6. Select the options you would like available during presentation.
7. Click *OK* to start the presentation.
8. The *Baseball* setup window will display the odd and even remote numbers in their respective teams.
9. A batter appears for the team that is up; followed by a question slide.
10. Participants from both teams will send in their responses.
11. The outcome of each play is determined by the number of responses from each team. The game will go in favor of the team with the most correct responses in the least amount of time.
12. The winning team will be displayed when all questions have been answered or when the game has ended.

Fast Track

Fast Track is a race car game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Fast Track*.
6. Select the options you would like available during presentation.
7. Click *OK* to start the presentation.
8. A question slide appears.

9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has ended.

Mars Mission

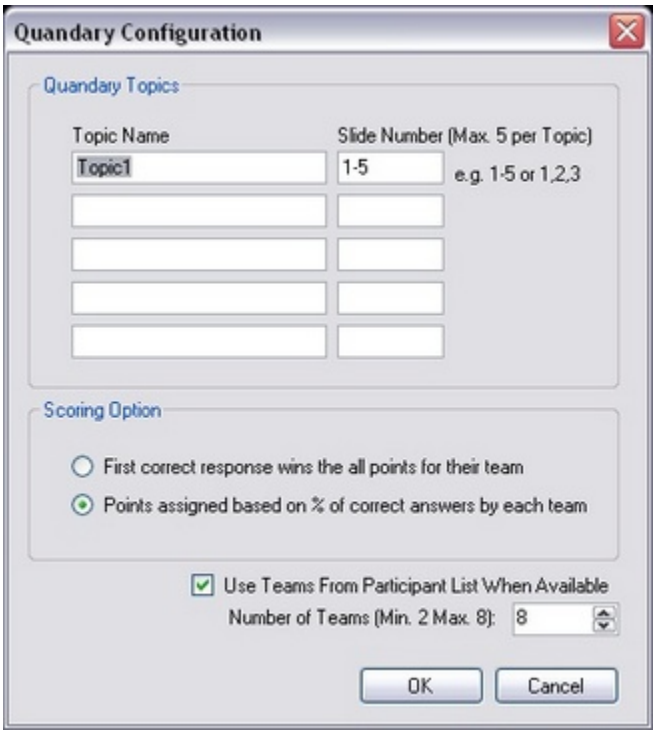
Mars Mission is a space ship game in which points are rewarded based on the response time of each remote.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Mars Mission*.
6. Select the options you would like available during presentation.
7. Click *OK* to start the presentation.
8. A question slide appears.
9. Participants will send in their responses.
10. Points are awarded by correct responses sent in the least amount of time.
11. The winner will be displayed when all questions have been answered or when the game has ended.

Quandary

Quandary is a Jeopardy-like game where users select various dollar amount questions from a game board. 25 slides (questions) are recommended in order to fill the game board.

1. Click the *Present* button.
2. The *Presentation Setup* window appears.
3. Select a *Participant List*.
4. Select how you would like to save the results.
5. Click the *Presentation* drop-down arrow and select *Quandary*.
6. Select the options you would like available during presentation.
7. Click *Settings*. The *Quandary Configuration* window appears. *Quandary Configuration* is where the game options are set up for presentation.



- Enter the name of each topic. Each topic represents a category of questions.
- Enter the slide numbers related to the particular topic. Each slide represents a different dollar amount in each category (starting from 100 to 500).
- Select the scoring option for the game.
- You can use pre-existing groups (created in the *Participants* tab) or have the game create temporary groups (which the program will assign) for the current presentation.
- Click *OK*. You will be taken back to the *Presentation Setup* window.

8. Click *OK* to start the presentation.
9. The *Team Members* screen appears displaying remote numbers in each group.
10. Click *Categories* to start the game.
11. The game board will display with the categories and dollar amounts.
12. Select a dollar amount from a category. A question slide appears.
13. Participants will use the remotes to send in their responses.
14. Team points are based on the number of correct responses from each team member. Individual scores are based on how fast the user was able to send in the correct answer because the first remote to send in the correct answer receives all the points for that question.
15. The winning team will be displayed when all questions have been answered or when the game has ended. The individual winner can be determined in the *Player Scores* screen.

9.9 Saving Results

All results are saved as a *.QRX* file but can be converted into a *.CSV* file.

Manual Save

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Select *Save As*.
3. Select a location and name the results file.
4. Click *Save*.

Auto-save

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save* and select a location. The file name will contain the document title, participant list, date, and time.

Auto-Save to Results Manager

1. Click the *Present* button. The *Presentation Setup* window opens.
2. Select *Auto Save to Results Manager*.
3. The results will save in the *Results* tab when the presentation is complete.

Save Results as a PDF or CSV.

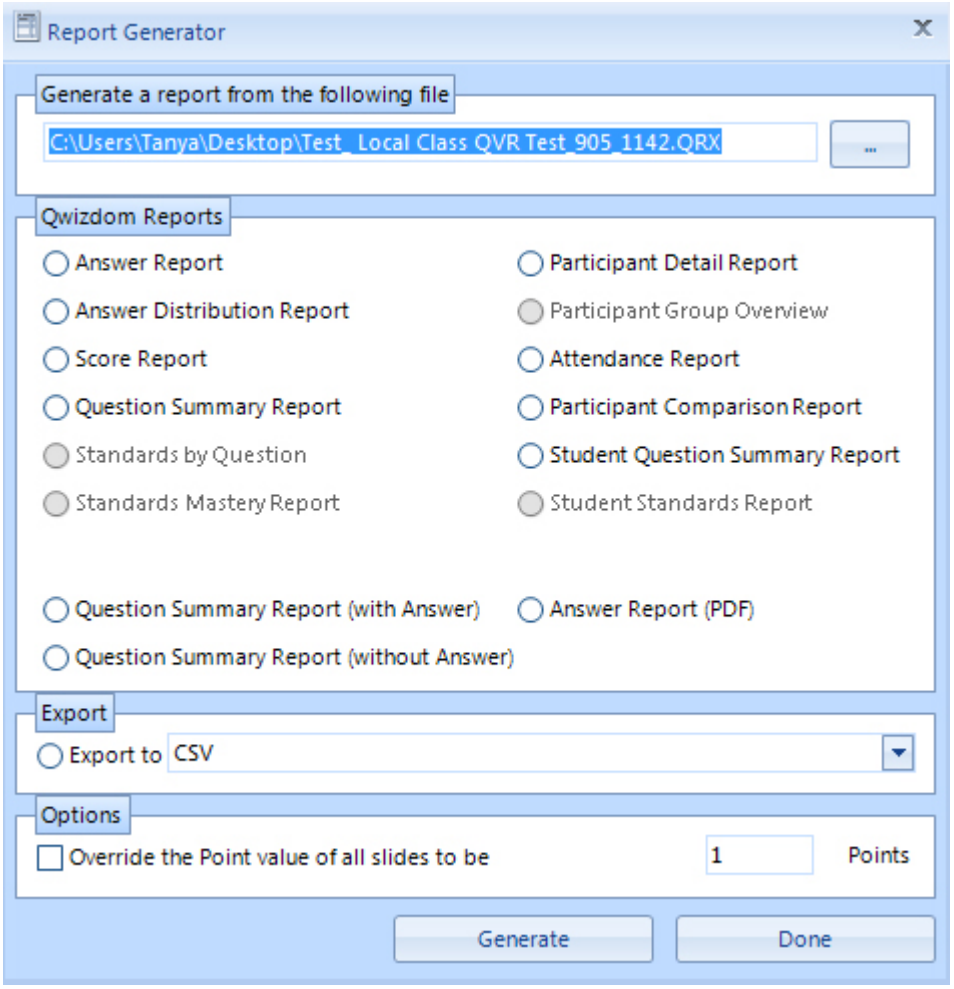
You can save most reports out as a pdf or csv file.

1. Click on the *Results* tab and select a results file.
2. Click on the *Report Wizard* icon.
3. Click on the *Save* icon and select Excel or Adobe Acrobat.

10 Results

You can generate reports* using existing saved results.

**Registered version of Microsoft Excel® is required to generate reports.*



1. Click the *Results* tab and select an activity.
2. Click the *Reports Wizard* button. The *Reporting Wizard* window opens.
3. Select a report type and click *Generate*.
4. View, print, or save as a PDF or Excel document.

Report Features

- ***Answer Report***--displays participant information, bar chart, question responses, correct answer and score
- ***Answer Distribution Report***--displays total percentage of responses for each question with correct answer and bar chart
- ***Score Report***--displays participant information with various point totals and scores
- ***Question Summary Report***--displays bar chart next to each question
- ***Standards by Question***--displays the standards that are linked to the questions

- ***Standards Mastery Report***--displays percentage of performance in meeting each standard in the activity
- ***Question Summary (with Answer)***--Flash-based report displays each question slide with response charts, marking the correct answer in green
- ***Question Summary (without Answer)***--Flash-based report displays each question slide with response charts
- ***Participant Detail Report***--displays participant information
- ***Participant Group List Report***--displays participant group information
- ***Attendance Report***--displays participant information with their remote login time, number of questions answered and total questions
- ***Participant Comparison Report***--displays an individual participant's results of an activity
- ***Participant Question Summary Report***--displays an individual participant's results with bar chart next to each question
- ***Student Standards Report***--displays how the individual participant met each standard in the activity
- ***Answer Report (Flash)***--displays each question slide with the user's response and the correct answer

Export:

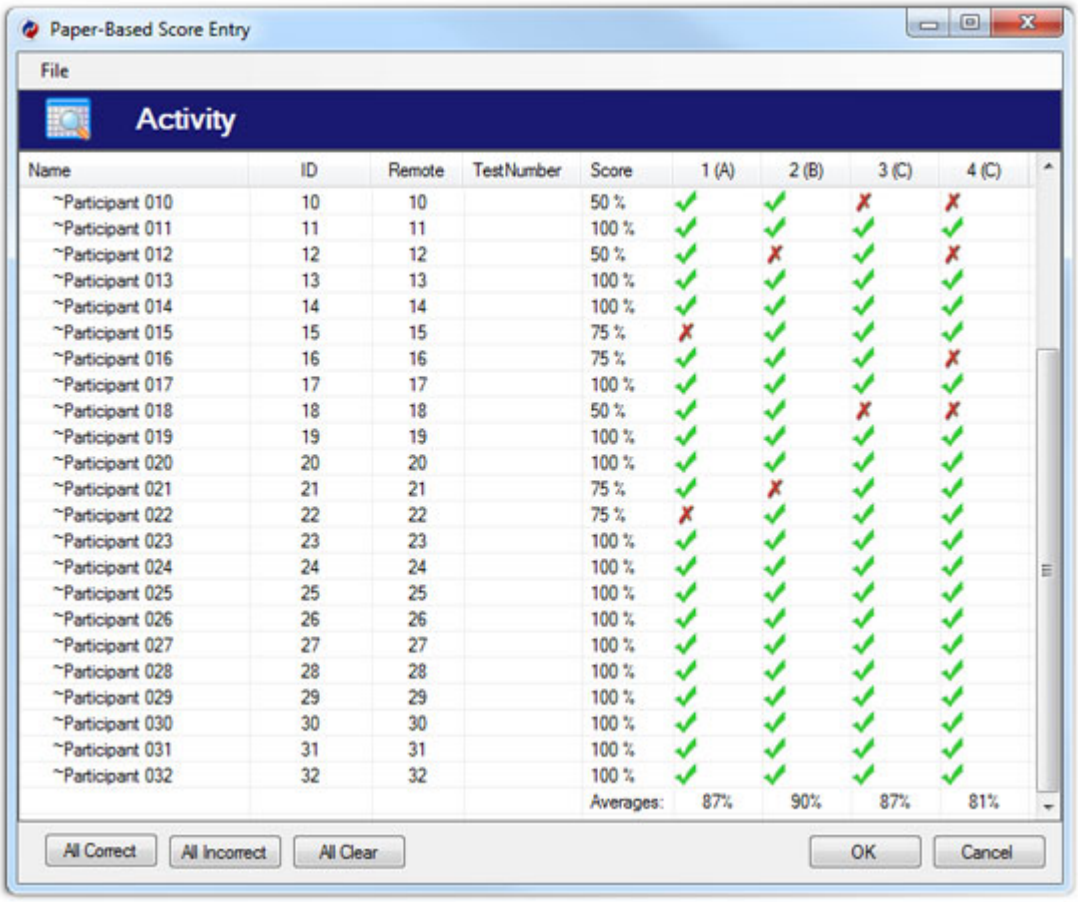
- ***Convert to .CSV***--convert *.QRX* file to *.CSV*.
- ***Gradespeed***--saves *.QRX* file to *.CSV* displaying only Participant ID and points
- ***Moodle***
- ***Blackboard***

Options:

- **Override the Point value of all slides to be** --- points-overrides point value that was awarded during presentation.

Update or Edit Results

1. Click the *Results* tab and select an activity.
2. Click on the *Quick Mark* icon.

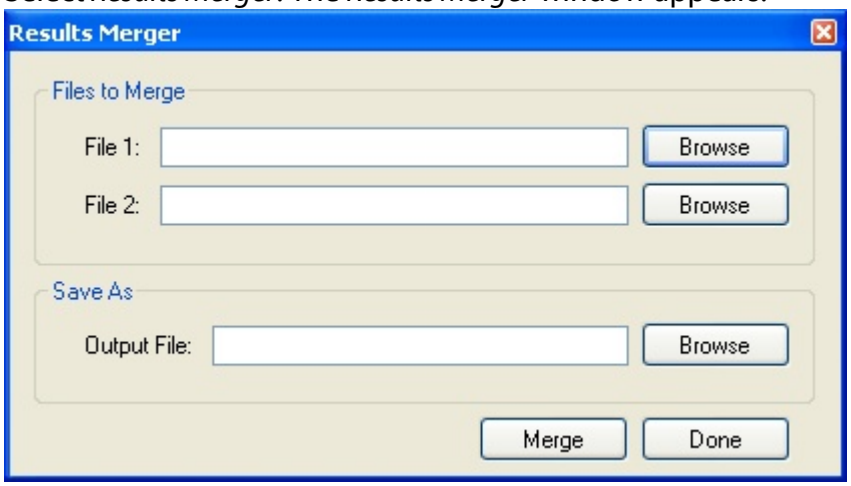

Paper-Based Score Entry
File
Activity
Name ID Remote TestNumber Score 1 (A) 2 (B) 3 (C) 4 (C)
~Participant 010 10 10 50 % ✓ ✓ ✗ ✗
~Participant 011 11 11 100 % ✓ ✓ ✓ ✓
~Participant 012 12 12 50 % ✓ ✗ ✓ ✗
~Participant 013 13 13 100 % ✓ ✓ ✓ ✓
~Participant 014 14 14 100 % ✓ ✓ ✓ ✓
~Participant 015 15 15 75 % ✗ ✓ ✓ ✓
~Participant 016 16 16 75 % ✓ ✓ ✓ ✗
~Participant 017 17 17 100 % ✓ ✓ ✓ ✓
~Participant 018 18 18 50 % ✓ ✓ ✗ ✗
~Participant 019 19 19 100 % ✓ ✓ ✓ ✓
~Participant 020 20 20 100 % ✓ ✓ ✓ ✓
~Participant 021 21 21 75 % ✓ ✗ ✓ ✓
~Participant 022 22 22 75 % ✗ ✓ ✓ ✓
~Participant 023 23 23 100 % ✓ ✓ ✓ ✓
~Participant 024 24 24 100 % ✓ ✓ ✓ ✓
~Participant 025 25 25 100 % ✓ ✓ ✓ ✓
~Participant 026 26 26 100 % ✓ ✓ ✓ ✓
~Participant 027 27 27 100 % ✓ ✓ ✓ ✓
~Participant 028 28 28 100 % ✓ ✓ ✓ ✓
~Participant 029 29 29 100 % ✓ ✓ ✓ ✓
~Participant 030 30 30 100 % ✓ ✓ ✓ ✓
~Participant 031 31 31 100 % ✓ ✓ ✓ ✓
~Participant 032 32 32 100 % ✓ ✓ ✓ ✓
Averages: 87% 90% 87% 81%
All Correct
All Incorrect
All Clear
OK
Cancel

3. Click in a cell or select a column to change answers.
4. Click *OK* when finished.

10.1 Merging Results

Two separate result files generated from the same activity and participant list can be merged to create one results file.

1. Click *Qwizdom Tools,* located in the bottom right-hand corner of the screen.
2. Select *Utilities*.
3. Select *Results Merger*. The *Results Merger* window appears.



4. In the *Files to Merge* area, click *Browse* for File 1.
5. Select the *.QRX* results for File 1.
6. Then click *Browse* for File 2.
7. Select the *.QRX* results for File 2 you want to merge with File 1.
8. In the *Save As* area, click *Browse*. The *Save As* window appears.
9. Select a location for the results to save and enter a name.
10. Click *Merge*. The two files will merge into one and save in the location that was selected with the new name. When it is done, a prompt will appear stating the merge is complete.
11. Click *Done* to exit the *Merge Results* window.

11 Answer Key

Grade existing class worksheets, paper-based tests, and textbook material in the *Answer Key Mode*.

Creating an Answer Key

1. Click on the Content tab.
2. Click the *New Answer Key* button, name the Answer Key and click *OK*.
3. Double-click the newly created Answer Key file.
4. Click the *Insert a Question* button and select the desired question type.
5. Click on the *Answer* field to set correct answer and advanced grading options (if applicable).
6. Set the number of points.
7. Repeat steps 3-5.
8. When the answer key is complete, go the File menu and select *Save*.

If you delete a question or if the numbering is not in sequential order, go to the *Tools* menu to select *Renumber Questions* to correct.

Presenting an Answer Key

1. In the Content tab, double-click an Answer Key file to open.
2. The Answer Key application will open. Click the *Start Session* button.
3. The *Presentation Setup* window appears.
4. Select a *Participant List* .
5. Select how you would like to save the results. *(Recommend) Save to Results Manager*.
6. Select the options you would like available during presentation.
7. Click *OK* to begin the presentation.
8. The answer key will load into the remote.
9. When all answer keys have been completed, click

End Session.
10. You will be taken back to the *Answer Key Maker* window.
11. The results will be saved in the location you selected.

Presenting Odd-Numbered Questions

1. Open an Answer Key.
2. Go to the *Edit* menu and select *Select Odd*. Only the odd-numbered questions will be checked.
3. Click the *Start Session* button.

4. Participants will only answer the odd-numbered questions during their answer key.

Presenting Even-Numbered Questions

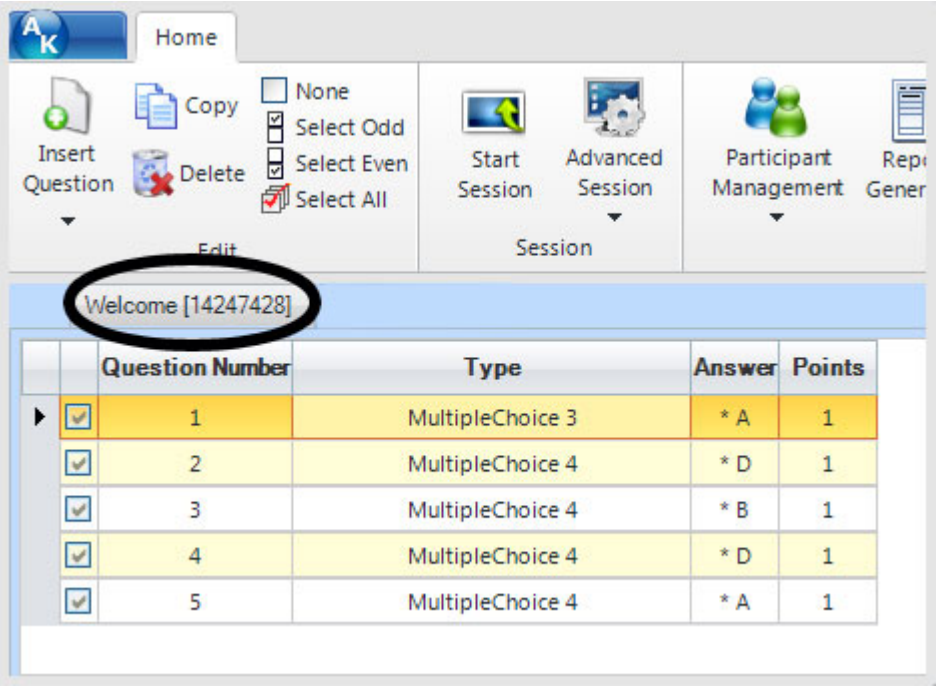
1. Open an Answer Key.
2. Go to the *Edit* menu and select *Select Even*. Only the even-numbered questions will be checked.
3. Click the *Start Session* button.
4. Participants will only answer the even-numbered questions during their answer key.

Presenting Selected Question Numbers

1. Open an Answer Key.
2. Check the question numbers you want to present.
3. Click the *Start Session* button.
4. Participants will only answer the selected question numbers during their answer key.

Presenting Multiple Answer Keys

1. In the Content tab, double-click an Answer Key file to open.
2. When the answer key opens, write down the test number (activity ID) located to the right of the title. Participants will need to enter this number into their remotes in order to join the session.



3. Open another answer key and do the same.
4. With both files open, click *Advanced Session* and select *Present Multiple (All Open Files)*.
5. The Presentation Setup window opens.
6. Select a Participant List.
7. Select how results will be saved.
8. Select your presentation settings.
9. Click *OK* to begin the presentation.
10. *Activity ID* appears on the participant's remote LCD screen.
11. Enter the test number (activity ID) of the answer key into the remote and press the *Send* key.
12. The answer key will load into the remote.
13. When all answer keys have been completed, click *End Session*.
14. You will be taken back to the *Answer Key Maker* window.
15. The results will be saved in the location you selected.

Generating a Report for an Answer Key

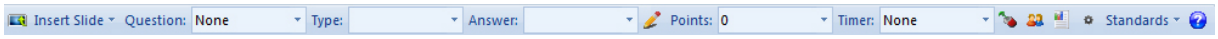
1. Click the *Results* tab and select an activity.
2. Click the *Report Wizard* button. The *Reporting Wizard* window opens.
3. Select a report type and click *Generate*. See ***Results*** for details.

12 Qwizdom Actionpoint

To open Actionpoint, double-click the shortcut icon on your desktop.

Microsoft PowerPoint® will open displaying the *Qwizdom Actionpoint* toolbar.

Office 2003-2007



From left to right:

Present Icon: starts a presentation
Insert Slide: creates a new slide
Question: displays slide type
Type: number of choices (applicable depending on question type)
Answer: correct answer or *None* for survey
Advanced Options: send text questions to Q6/QVR during a presentation or set advanced grading/answer options
Points: number of points awarded for correct response
Timer: allows slide to be viewed in presentation for time that is set
Configuration Settings: remote setup
Participants: creates, modifies, imports participant lists
Reports: uploads saved presentation results to generate reports
Settings: additional options for Actionpoint
Standards: add standards to an activity
About: displays software version number and user guide

Office 2010 or later

From left to right:

Insert Slide: Use this feature to add slides to your presentation.

Question Type: Set your question type and preferences using this feature.

Answer/Points/Timer: In these fields, designate an answer, allocate points, and indicate whether a question has a time limit.

Question Properties: Set advanced question properties (Q6/QVR only).

Start Presentation: Click this button to access presentation setup options and to run the presentation.

Advanced Session: Resume a previous presentation or begin in self-paced mode.

Participants Management: Create and modify participant lists.

Report Generator: Browse for and view existing reports.

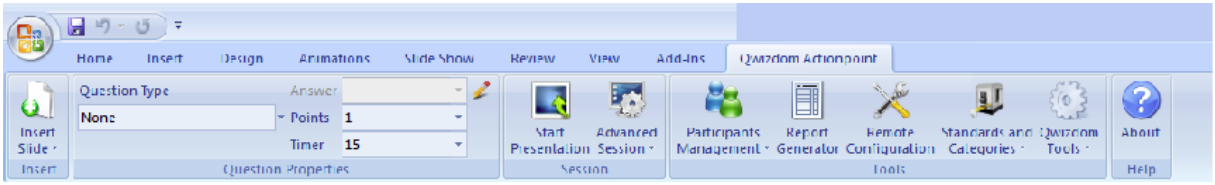
Remote Configuration: Set up your remotes for first-time use (not required for subsequent use).

Standards and Categories: Assign state or national academic standards to selected slides.

Qwizdom Tools: Merge results files, edit speaker notes (Q7), set up Quandary game options, and print a question overview.

12.1 Create Questions

1. Click on the **Qwizdom Actionpoint** tab.



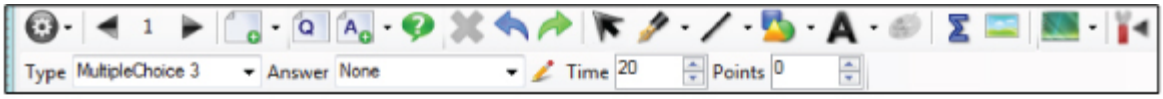
2. Click on the slide after which a new slide will be added. Click
3. From the *Insert Slide* drop-down menu, select a *Question Type*.
4. The new slide includes a template for question/answer text. Complete these items.
5. Make selections from the *Points* and *Timer* drop-down menus.
6. Repeat the process for all questions to be added.
7. When complete, save the changes (**Ctrl** + **S** on the keyboard, or **Save** from the drop-down menu).
8. Close the presentation or click *Start Presentation* to start a session.

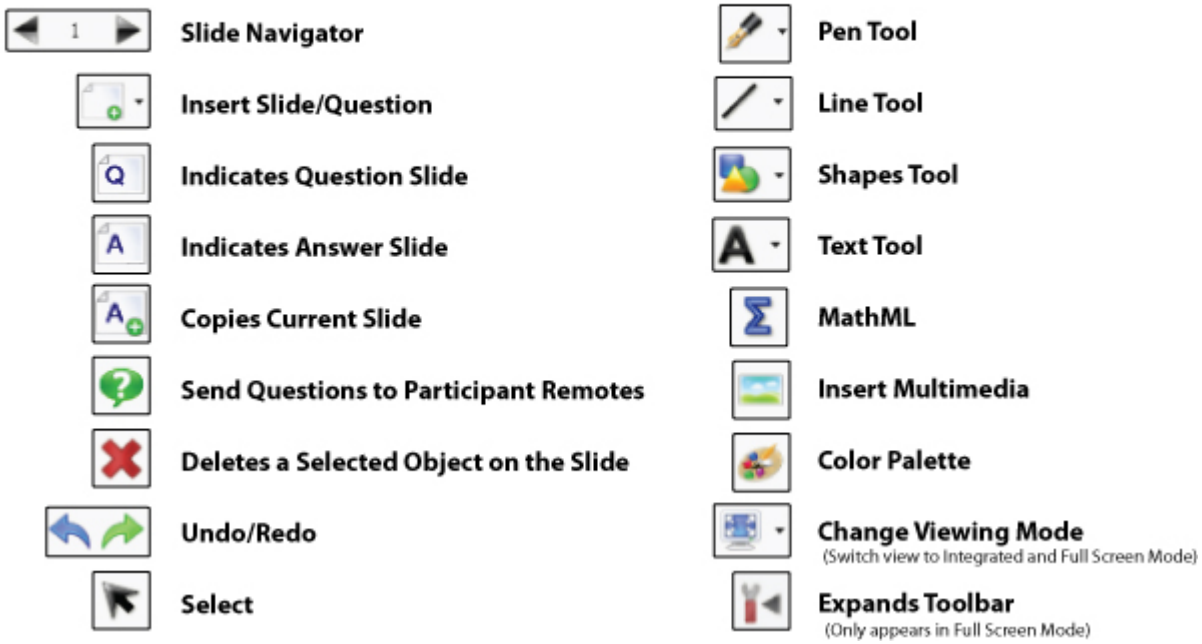
Some Instructor Device Features are disabled when using Actionpoint Software, including the Play/Stop Media and Display Game Animations using Q6i. For more information on Actionpoint Software, please see the complete *Actionpoint User Guide*.

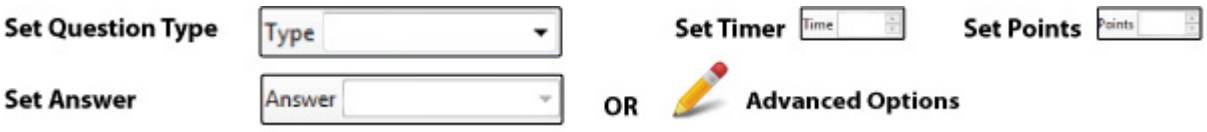
13 Question Toolbar

Question Toolbar allows you to turn any activity into an interactive presentation. This floating toolbar appears over any application (including web pages, written documents, lessons, slide shows, etc.) allowing you to ask verbal questions or create content on-the-fly, while students respond in using student remotes. You may choose to save results to assess student understanding or simply save your presentations.

Question Tool Bar Overview



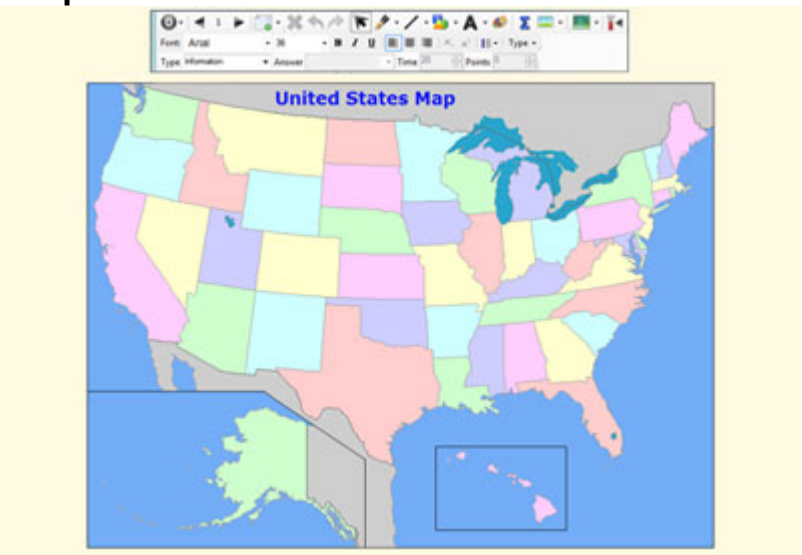




1. Open up any computer program, application, graphic, etc you wish to use in your presentation.
2. Open Qwizdom Connect, go to the Programs menu and select *Question Toolbar*. The *Presentation Setup* window appears.
3. Select a Participant List.
4. Select how you would like to save the results. *(Recommend) Save to Results Manager*.

5. Select the options you would like available during presentation. See ***Presentation Setup*** for details.
6. Click *OK* to begin the presentation.

Sample:



8. Have the participants turn on their remotes.
9. Select a question type from the *Type* menu (Multiple Choice, True/False, Yes/No, etc) and make desired annotations.
10. Ask verbal questions and pose questions to student remotes by clicking the *Pose* button. A screen capture of your desktop will be made into a slide.
11. Once all participants have answered click the *Stop Pose* button.
12. (Optional) Click the public graph button on the Qwizdom Toolbar, Q6iRF, Q5RF or Q7RF Presenter Tablet to view results graph.
13. Click the right-arrow to pose another question.
14. When you are finished presenting, click the *Utilities* button and select *Exit*.
15. A window appears prompting you to *Rename*, *Delete*, or *Leave* the activity name.
16. To save the activity, choose *Rename* and enter a name for the activity. The activity will be save in the Content Manager.

14 Survey Bar

Survey bar allows you to quickly poll your students to assess understanding. A simple and easy-to-use bar appears over the top of any webpage or software application, allowing you to ask verbal questions and collect student responses.

Sample:

Survey Bar (without Instructor Remote)

1. Double-click on the *Survey* icon.
2. The *Presentation Setup* window appears.
3. Select a participant list.
4. Select how results will be saved.
5. Select presentation mode (Normal or Game).
6. Select Chart settings.
7. Click on *OK* to begin the presentation.
8. Turn on all remotes.
9. Reposition Survey Bar, as needed.
10. Click to add a new question then select question type and answer. You may need to expand the Survey Bar to see the question options.
11. Click to pose the question.
12. To stop posing the question to the remotes, click the blue arrow to expand the Survey Bar. Then, click .

13. At the end of the session, click the *Q* and select *Exit* from the drop-down menu.

Survey Bar (with Instructor Remote)

1. Double-click on the *Survey* icon.
2. The *Presentation Setup* window appears.
3. Select a participant list.
4. Select how results will be saved.
5. Select presentation mode (Normal or Game).
6. Select Chart settings.
7. Click on *OK* to begin the presentation.
8. Turn on all remotes.
9. The *Survey Bar* will appear at the top of the screen.
10. Press the *New Q button* on the Q5RF instructor, the *(6)* on the Q6iRF, or the icon on the Q7 tablet. A list of question types will appear on the LCD.
11. Scroll through the different question types and select desired question.
12. You can select the correct answer and press *Send*; or press *Send* without selecting a correct answer (survey).
13. Participants will send their responses.
14. Display results to the group by clicking on the *(/)* button on the Q5RF, the *(3)* on the Q6i, or the on the Q7 Presenter Tablet.
15. At the end of the session, click the *Q* and select *Exit* from the drop-down menu.

15 Online District Reporting

In order to use Qwizdom Online Reporting you must have a Qwizdom Connect Premium District License. This allows you to automatically upload results to an online database that can be accessed by district administrators. For details on setting up and managing district reporting, please contact support@qwizdom.com.

Overview District Reporting:

1. Click on *Qwizdom Online* and login with your username and password.
2. Create an online class. These can be created manually (see ***Online Classes***) or imported. For information on bulk imports, please contact support@qwizdom.com.
3. Click on the *Content* tab and select an activity to present.
4. Click the *Present* button. The Presentation Window appears.
5. Select an Online Class and *Auto Save to Results* manager.
6. Select the options you would like available during presentation. See ***Presentation Setup*** for details.
7. Click *OK* to begin presentation.
8. Have students turn on remotes and submit answers.
9. At the end of the presentation, click the *Utilities* button and select *Exit*.
10. Results will appear in the Results Manager tab and will automatically upload to Qwizdom Online Reporting. See ***Online Results*** for details.

You can turn off automatic uploading by going to the File menu, selecting Preferences, and unchecking *Auto uploads results to Qwizdom Connect.*

15.1 Online Classes

Create an Online Class

1. Click on the *Participants* tab.
2. Click on *Online Classes*.
3. Click *Create Class* and enter name, select grade range, and subjects.
4. Click *Next* and then click *Add Student.*
5. Enter in a student's District ID in the Student/User ID field. If student is already in the system, select *Use This Existing Student*. If student is NOT already in the online system, enter in First Name, Last Name, Username and Password.
6. Once all students have been added, click *Finish* to save.
7. Click to view all classes.

Updating an Online Class

1. Login with your username and password in the *Qwizdom Online* menu.
2. Click on the *Participants* tab.
3. Select *Online Classes.*
4. Click the Class that you want to edit.
5. Click *Edit Class.*
6. Make Changes.
7. Click *Next.*
8. Click to view all classes.

Deleting an Online Class

1. Login with your username and password in the *Qwizdom Online* menu.
2. Click on the *Participants* tab.
3. Select *Online Classes.*
4. Click the class that you wish to delete.
5. Click *Delete Class*.
6. Click *OK* to confirm that you want to delete the selected class.
7. Click to view all classes.

15.2 Online Results

Typically results are automatically uploaded to Qwizdom Online Reporting.

Indicates that the results are in the process of uploading.

Indicates that the results have been successfully uploaded.

Indicates that results have not uploaded and are in a pending state. You may need to login or the automatic upload option is turned off. If you are logged in right-click and select *Upload to Qwizdom Online*.

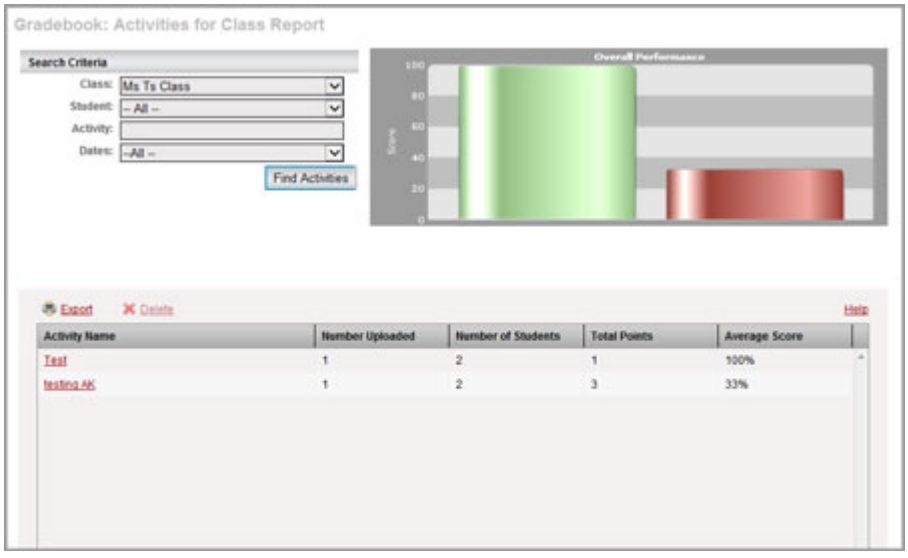
Indicates that the results have not uploaded or that there was an error. Right-click and try uploading the results again. If problem persist, export file and email it to support@qwizdom.com

Generate Reports from Online Results

1. Click the *Results* tab and select an activity.
2. Click the *Report Wizard* button. The *Reporting Wizard* window opens.
3. Select a report type and click *Generate*.
4. View, print, or save as a PDF or Excel document.

View Online Reporting

1. Click the *Results* tab and select *Online Reporting*.
2. A list of all online activities will be displayed along with the assignment type, due date, total number of students who completed the activity, and the average class score. A graph is displayed reflecting the results of all the various activities on that page.



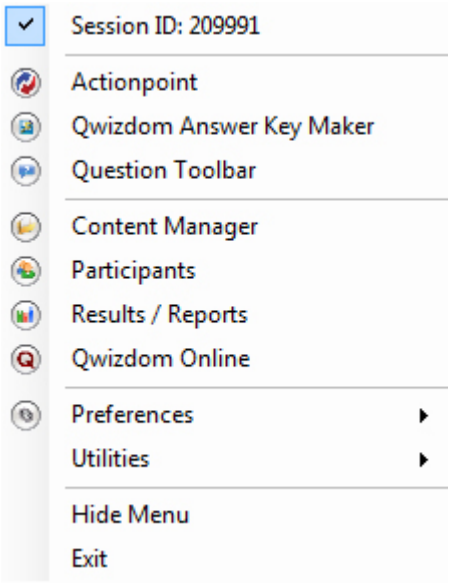
3. Search for an activity or click on an activity to view data from that specific activity.
4. Click on the appropriate class name to display the results from that class.
   - The students' names and activity scores will be displayed as well as a graph.
   - Use View by menu to view additional reports including Overall Score, Answer Distribution, or Standards.
   - Click *Export* to transfer class data to Excel spreadsheet to save or print.
5. Click on the appropriate student name to access individual information.
   - The View by can be changed from Default to Thumbnail View to Standards.
   - Click *Export* to transfer student data to Excel spreadsheet to save or print.
6. Click *Reports* to view the Results Manager.

16 Qwizdom Tools

Qwizdom Tools are located in the lower right-hand corner of the *Windows Taskbar* (next to the clock). *Qwizdom Tools* is a tray application, set to launch automatically on system startup. Qwizdom tools can be used to launch Qwizdom programs or set features on the Tablet.

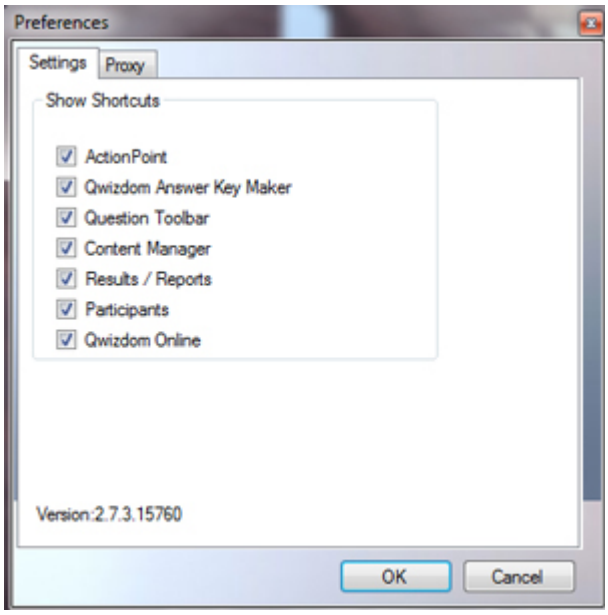
Customizing the Qwizdom Tools

1. Click *Qwizdom Tools.*

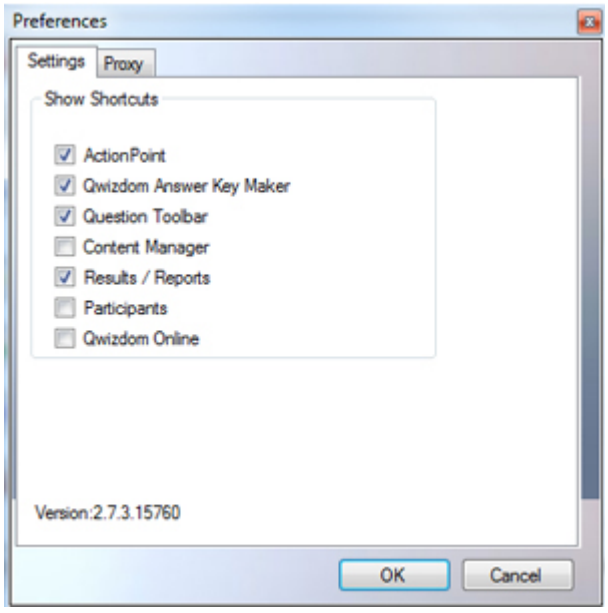


2. Select *Preferences*.

3. The *Preferences* window appears.

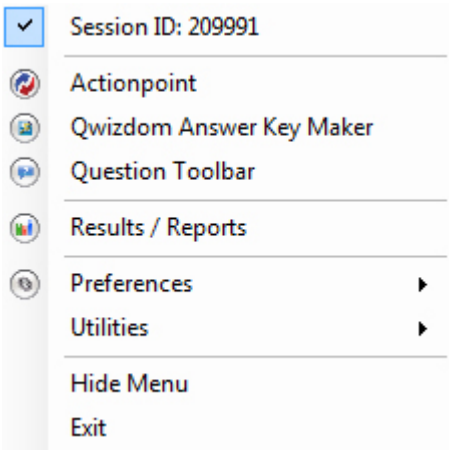


4. Select shortcuts you want displayed in the list and deselect shortcuts that you want to remove from the list.



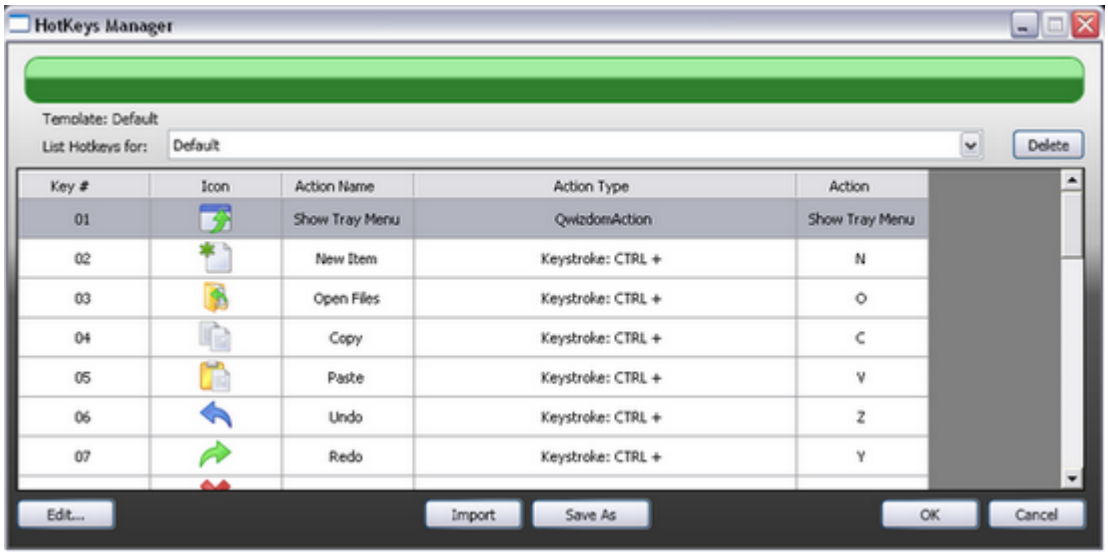
5. Click *OK* when finished.

6. Changes take effect immediately.

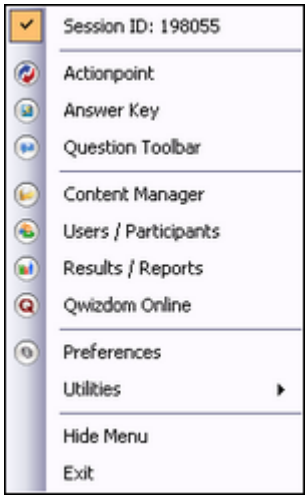

Session ID: 209991
Actionpoint
Qwizdom Answer Key Maker
Question Toolbar
Results / Reports
Preferences
Utilities
Hide Menu
Exit

17 Hot-Key Editor

Hot-Key Editor allows you to program actions for a specific software application. The Hot-Key Editor controls the default commands for the soft-keys on the Tablet, allowing users to customize some of the default commands and set up alternate commands.



1. Click *Qwizdom Tools*.



2. Select *Utilities*.

3. Select *Hot-Key Editor*. *Hot-Key Manager* opens.

List of Actions

These are the actions that can be set for the Hot Key Editor.

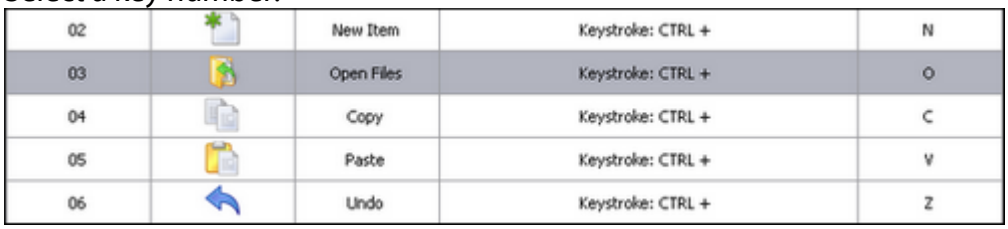
- None
- Open Application
- Open File
- Open Website
- Keystroke
- Keystroke: CTRL +
- Keystroke: ALT +
- Keystroke: CTRL + ALT +
- Keystroke: CTRL + SHIFT +
- Keystroke: ALT + SHIFT +
- Keystroke: CTRL + ALT + SHIFT +

Editing a Key

Soft-keys can be customized to perform specific commands.

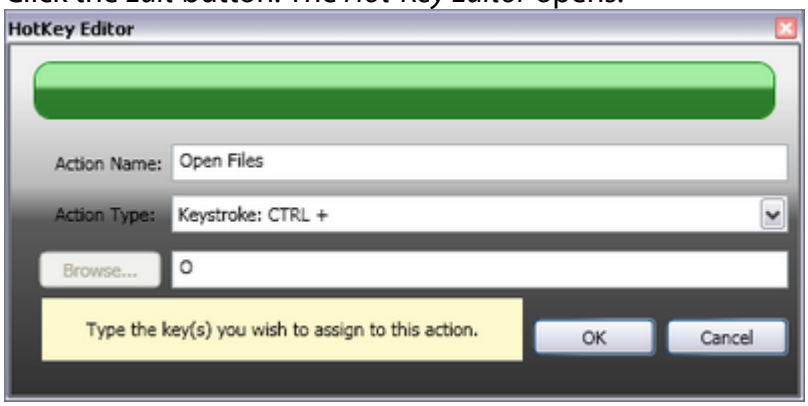
1. Click the *List Hot-Keys for* drop-down list and select the program you want to edit the keys for:
   - *Default* is *Connect:* keys 2-8, 19
   - *MS PowerPoint* is *Actionpoint:* keys k-13, 16, 19
   - *Add New Application*: when you add an application, it will be keys 2-13, 16, 19, 32-43, 46, 49

2. Select a key number.



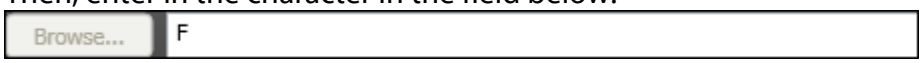
02		New Item	Keystroke: CTRL +	N
03		Open Files	Keystroke: CTRL +	O
04		Copy	Keystroke: CTRL +	C
05		Paste	Keystroke: CTRL +	V
06		Undo	Keystroke: CTRL +	Z

3. Click the *Edit* button. The *Hot-Key Editor* opens.



4. Click the *Action Type* drop-down list and select the keystroke you want to associate the *Action Name* (key) with.

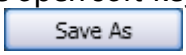
5. Then, enter in the character in the field below.



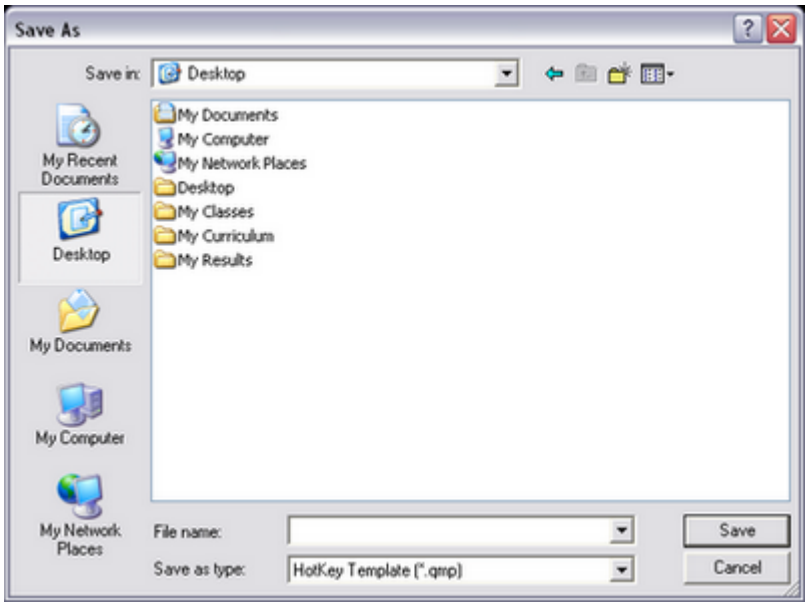
6. Click *OK* to confirm the key assignment.

Exporting (Saving) a Hot-Key Configuration File

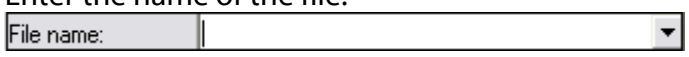
You can transfer the *Hot-Key* configuration file to another computer to save time from reconfiguring the open soft-keys on the Tablet.

1. Click the 

Save As button. The *Save As* window appears.



2. Select the save location of the file.
3. Enter the name of the file.

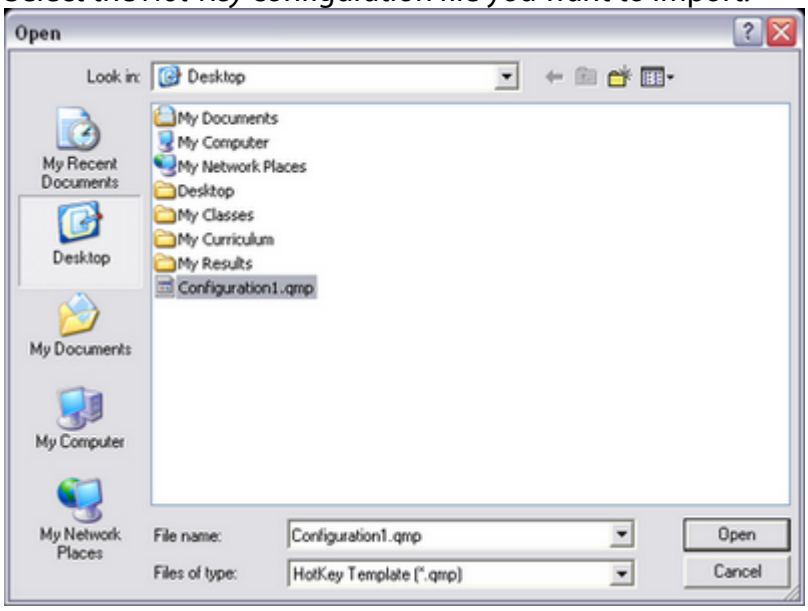


4. Click

Save. The *Hot-Key* configuration file is saved as .QMP.

Importing a Hot-Key Configuration File

1. Click the Import *Import* button. The *Open* window appears.
2. Select the *Hot-Key* configuration file you want to import.



3. Click Open *Open*.
4. The configuration file appears, replacing the currently displayed configuration file in the *Hot-Key Manager* window.

18 Troubleshoot

18.1 Installing USB Drivers

Installing the USB Drivers on Windows 7 for the RF Red Host

You will need to do this procedure twice (because there are two drivers).

1. Download drivers from ***http://qwizdom.com/files/Drivers.zip*** and extract them
2. Plug in the host to your USB port.
3. Right-click on *Computer* and select properties.
4. Click on *Device Manager* on the left.
5. Qwizdom RF Host should be located under Universal Serial Bus Controllers, Ports and Unknown or Other Devices.
6. Right-click on the driver and select update driver.
7. The installation wizard will appear.
8. Select *Browse Computer for Software Driver* and click *Next*.
9. Click on the *Browse* button. A window appears.
10. Browse your computer and select the USB Drivers Folder
11. Click *OK* and then *Next*.
12. When it's done installing, click on *Close*. Repeat the above steps once more for USB Serial Port.

Installing the USB Drivers on Vista for the RF Red Host

You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our ***http://qwizdom.com/files/Drivers.zip***. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel*.
3. Click *Hardware and Sound*.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click *Qwizdom RF Host* and select *Update Driver*. The installation wizard opens.
8. Select *Browse Computer for Software Driver* and click *Next*.
9. Click *Browse*. The *Open* window appears.
10. Select the *USB Drivers* folder.
11. Click *OK* and then *Next*.
12. When it's done installing, click *Close*. Repeat the above steps once more and then restart your computer.

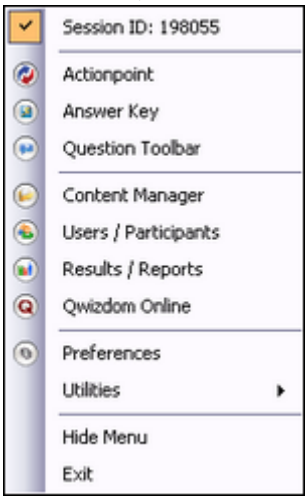
Installing the USB Drivers on Windows XP for the RF Red Host

You will need to do this procedure twice (*because there are two drivers*). You can download the drivers from our ***http://qwizdom.com/files/Drivers.zip***. Be sure to extract the files before proceeding.

1. Insert the *Qwizdom Connect* disc into the computer and make sure the host is plugged in properly.
2. From the *Start* menu, go to the *Control Panel* or go to *Settings* and then *Control Panel*.
3. Double-click the *System* icon and click the *Hardware* tab.
4. Click *Device Manager*.
5. Select *View Devices by Type* under the *View* menu.
6. *Qwizdom RF Host* should be located under *Universal Serial Bus Controllers*, *Ports* and *Unknown* or *Other Devices*.
7. Right-click the *Qwizdom RF Host* and select *Update Driver*. The installation wizard opens.
8. Select *Install from a list or specific location* and click *Next*.
9. Select *Include this location in search* boxes.
10. Click *Browse*. The *Open* window appears.
11. Select the *USB Drivers* folder.
12. Click *OK* and then *Next.*
13. A prompt appears that says the drivers have not passed the *Microsoft Windows Update* testing, click *Continue Anyway* and then *Finish*.
14. Repeat the above steps once more and then restart your computer.

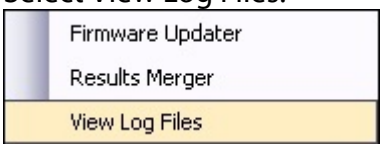
18.2 Retrieving Error Logs

1. Click *Qwizdom Tools*.

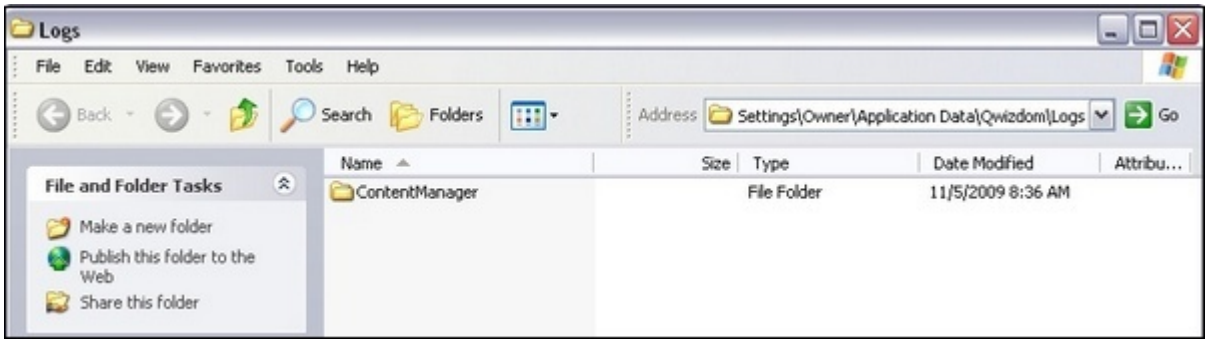


2. Select *Utilities*.

3. Select View Log Files.

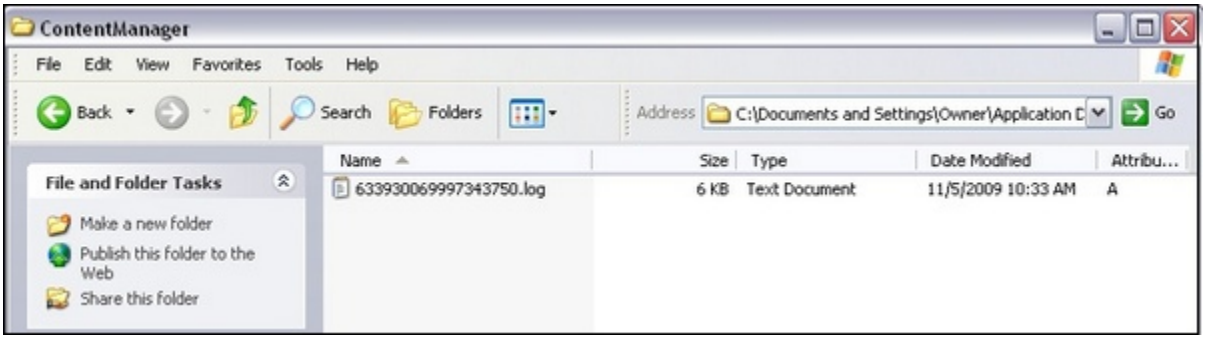


4. The location of the error logs will open.



5. Double-click the available folders (number and names of folder will vary).

6. Error logs usually start with the number 6 and are text files. If and when Qwizdom Technical Support request error logs, this is what needs to be emailed.


ContentManager
File Edit View Favorites Tools Help
Back Search Folders
Address C:\Documents and Settings\Owner\Application D
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Name Size Type Date Modified Attribu...
633930069997343750.log 6 KB Text Document 11/5/2009 10:33 AM A

18.3 Uninstalling Software and Hardware

Uninstalling Qwizdom Connect

1. Go to *Add/Remove* programs in the *Control Panel*.
2. Search for *Qwizdom Connect* and click *Remove*.
3. The *Install Shield w*izard opens; follow the instructions.
4. Restart your computer for the changes to take effect.

Uninstalling USB Drivers (RF Host)

If the host is still not initializing after manually installing drivers, then the hardware needs to be completely removed and reinstalled. Follow the steps below.

1. Go to your *Control Panel* from either your *Settings* or *Start* menu.
2. Double-click *System* and click the *Hardware* tab or *Device Manager* tab. If you go to the *Hardware* tab, click *Device Manager* key.
3. Search for the *Qwizdom RF Host* under *Universal Serial Bus Controllers*, *Ports*, and/or *Other* or *Unknown Devices*.
4. Double-click the file and click the *Driver* tab.
5. Select *Uninstall*.
6. Unplug your host after it is uninstalled and go back to the *Control Panel*.
7. Double-click *Add or Remove Programs* and search for *FTDI Universal Serial Converter Drivers*.
8. When you find it, remove the file.